

Academic Appeal Request Form

The Academic Appeal Request Form should only be used for matters that relate to a student's progress, assessment outcome, course content or awards in a Vocational Education Training course of study. For all other matters the Multi-Purpose Form should be used.

In completing this form;

- a) *You have the right to academic appeal, should you disagree with an assessment decision. Request for the following cannot be included in a request for Academic Appeal.*
- *Special consideration (due to crisis, illness or bereavement)*
 - *Substandard training or supervision*
- b) *It is mandatory that should you wish to appeal, that you lodge your Academic Appeal Request Form **within 14 days of receiving your assessment results** and clearly state your reasons for Appeal. It is essential that you provide the assessment task/s and all associated evidence that was assessed when submitting this form*
- c) *On receipt of your Academic Appeal Request Form your assessment task/s will be reviewed by the Training & Development Manager and the original assessor, and the revised outcome discussed with you before a final decision is made.*
- d) *If after this review process you are still dissatisfied, you can apply to have your assessment task/s reviewed by the College Director who will review all documentation and notify you in writing the final decision of the appeal.*

Complete the following and attached associated evidence for review

Student Name _____

Student address _____

Home phone _____ Mobile _____

Email address _____

√ **Tick the box you wish the assessment decision to be reviewed on**

unit outcome course progress assessment outcome course content other

