



### 1. PERSONAL DETAILS

Student Number ..... Contact Telephone .....

Family Name .....

Given Name/s.....

### 2. RECEIPT

Date of lodgement .....

Received by (name) .....

Signature .....

### 3. CHECKLIST

Have you:

Made an appointment and discussed the matter with your assessor Yes ☐ No ☐

Completed all the requirements for the unit up to and including the work under dispute Yes ☐ No ☐

### 4. COURSE/UNIT DETAILS

Unit of competency Code and Name .....

### 5. BASIS FOR APPEAL (Please tick appropriate section/s)

Result not based on agreed assessment criteria ☐

Assessment method at variance with statement on unit outline ☐

Unfair grade based on stated criteria and quality of work ☐

Work handed in on time was not marked ☐

Other reason (please specify) ☐

### 6. PROCEDURE

The appeal must be lodged within 14 calendar days of the date the mark for assessment task was notified to the student or the final result was published.

If for any reason you are unable to discuss this appeal with the assessor, you should make an appointment to see the Principal.

Please hand the completed form together with any supporting documentation to Administration.

## 7. ACTION

Action taken by assessor.....

## 8. RESULT

I am satisfied with the results of this process.

Student name .....

Signature .....Date .....

I am not satisfied with the results of this process and wish this matter to be heard by an independent person.

Student name .....

Signature .....Date .....

Should the issue take more than sixty (60) calendar days to resolve the matter, The RTO will inform the appellant in writing, including reasons why more than 60 calendar days are required, and will regularly update the complainant on the progress of the matter in the space below