

Assessment Appeals Form

Assessment Appeals Procedure

Learners have the right to challenge the assessment decision made by the assessor on a unit of competency. The following steps are to be followed if a learner wishes to exercise this right.

1. The learner should first discuss their opinions with the assessor. If still not satisfied with the decision, they may appeal to the RTO Manager. An appeal must be made in writing to the RTO Manager within 14 days of this notification.
2. The learner will receive a confirmation receipt within 5 working days.
3. The RTO Manager must notify any external accrediting body that an appeal has been lodged, if the result impacts any external recording of results.
4. The RTO Manager will collect information from the learner and the assessor and give a decision within 30 days of the original appeal.
5. Where required, a re-assessment process will be conducted by (an) independent assessor(s) (who may be external to the organisation)
6. Should a time longer than 60 working days from the original lodgement be required to finalise the appeal, the learner will be notified and also kept informed of all progress on the matter until it is resolved.
7. Comprehensive records will be made of any appeal and subsequent actions and findings.

Note: a separate 'Assessment Appeals Form' must be completed for each assessment decision being appealed.

Date	Click here to enter text.
Name	Click here to enter text.
Contact Numbers	Click here to enter text.

For the Assessment Task where a result is being appealed, complete the table below.

Brief description of the assessment task	
R	
Evidence provided by learner	Date plan agreed
1. Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Date assessment took place
3. Click here to enter text.	Click here to enter text.
4. Click here to enter text.	Date feedback given
5. Click here to enter text.	Click here to enter text.
6. Click here to enter text.	Date appeal lodged
7. Click here to enter text.	Click here to enter text.

Comments on assessment feedback given	
Click here to enter text.	
Learner signature	
Date	

OFFICE USE ONLY

Received by		Appeals Number Issued	
Date		Given to RTO Manager	
Date Written acknowledgement forwarded		By	
Date Issued		Follow up Date (NB: 60-day limit)	
Action Taken (meetings, investigation, interviews and formal hearings). Attach all documentation			
<p>Note any referral to independent party or authority.</p>			
Record of decision and any further recommendations for action (improvement, corrective or preventive actions)			

Specify possible improvement based on appeal outcome	
Date of finalisation or external referral	
Signature	Date
Entry into file	Date

Decision by RTO Manager	
Click here to enter text.	
RTO Manager signature	
Date decision made	Click here to enter text.
Assessor signature	
Date	Click here to enter text.
Notification of decision sent to Learner	
Date	Click here to enter text.