

## Student Assessment Appeals Form Standard 6

### Assessment Appeals Procedure

Students have the right to challenge the assessment decision made by the Trainer and Assessor on a unit of competency. The following steps are to be followed if a student wishes to exercise this right.

1. The student should first discuss their opinions with the Trainer and Assessor. If still not satisfied with the decision, they may appeal to the Training Operations Manager. An appeal must be made in writing to the Training Operations Manager within seven (7) days of you having received a judgement decision that you wish to appeal.
2. The student will receive a confirmation receipt within five (5) working days.
3. A written response will be issued to you within fourteen (14) working days.
4. The RTO Director must notify any external accrediting body that an appeal has been lodged, if the result impacts any external recording of results.
5. The RTO Director will collect information from the student and the Trainer and Assessor and give a decision within thirty (30) days of the original appeal.
6. Where required, a re-assessment process will be conducted by an independent Assessor/s (who may be external to the organisation).
7. Should a time longer than sixty (60) working days from the original lodgement be required to finalise the appeal, the student will be notified and also kept informed of all progress on the matter until it is resolved.
8. 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.***

Please note: By filing in this form, you are requesting to appeal a judgement decision made against an assessment submission.

This form serves to begin the appeal process.

<b>Date</b>	
<b>Name</b>	
<b>Contact Numbers</b>	
<b>Brief description of the assessment task</b>	
<b>Evidence provided by student</b>	
<b>Comments on assessment feedback given</b>	
<b>Please detail your reason for an appeal in full, giving as much detail as possible</b>	
<b>Signature</b>	

**OFFICE USE ONLY**

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

**Specify possible improvement based on appeal**

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**Date of finalisation or external referral**

**Signature**

**Date**

**Entry into file**

**Date**

**Decision by:**

<b>Signature</b>	
<b>Date decision made</b>	
<b>Assessor signature</b>	
<b>Date</b>	
<b>Notification of decision sent to Student</b>	Yes/ No      Phone/ Email/ Text
<b>Date</b>	