

Appeal Assessment Decision

An 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 an appeal relates to an assessment decision about RPL, the same 14 calendar days to lodge an appeal applies.

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

Please hand in or send the completed form together with any supporting documentation to Axxis Administration marked to the attention of the CEO Axxis Project Training, 1/24 Huntington Street, Clontarf, QLD 4019.

Students will be notified of the outcome of the appeal within three working days of the decision.

1. PERSONAL DETAILS

Student ID:Telephone Contact No:

Family Name.....

Given Name/s

2. CHECKLIST

Have you:

Completed all the requirements for the unit/course up to and including the work under dispute? (This includes units that are considered for RPL)

Yes No

Made an appointment and discussed the matter with your assessor?

Yes No

(If yes, skip the next question)

Made an appointment and discussed the matter with the CEO?

Yes No

(If no, please provide the reasons you have not sought a review of your result with the assessor and/or CEO.

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3. COURSE/UNIT DETAILS

Unit/s of competency code and name

Date your mark was released or assessment decision made:/...../20.....

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

- Result not based on agreed assessment criteria
- Dissatisfied with RPL assessment decision
- Assessment method varies from the 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)

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OFFICE USE ONLY:

5. RECEIPT

Date of lodgement

Received by (name).....

Signature

6. REVIEW

CEO's review and decision notes:

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7. ACTION

Action taken by CEO/assessor

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8. RESULT

Your appeal has been upheld and the record of your assessment results for this unit have been amended as follows:

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Your appeal has been considered and there is no change to the record of assessment. See (6. Review) above for the details your appeal was not successful.

I **am satisfied** with the results of this process.

Student name

SignatureDate

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

Student name

SignatureDate

Should the issue take more than sixty (60) calendar days to resolve, the RTO will inform the appellant in writing. The correspondence will include reasons why more than 60 calendar days are required to review and resolve the matter. The appellant will be regularly updated on the progress of the matter by the CEO.

(Use the space below to record the dates and details of correspondence to the appellant)