

## Assessment Appeal Form

**Instructions for usage:**

This form shall be made available to any student formally requesting an appeal of an assessment decision. The assessment appeal, once completed by a student, should be returned to the Training Coordinator. Once a decision is finalised, the outcome of the appeal shall be provided within this form and a copy proved to the student and a copy maintained on the student's file. All appeals will be processed within 10 days of the Assessment Appeal form being formally submitted.

**Course:****Trainer:****Course Commencement date:****Student Name:****List units relevant to this appeal****Please advise the reason for the appeal as it relates to the unit and the assessment being appealed.****Date:****Student signature :****Appeal Outcome:****CEO Signature :****Date:****Student signature :****Date:**

POWERED BY





