

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 RTO trainer who provided it. Once signed by the trainer the form should be forwarded to the PEIA's management for review and an appeal decision to be made. 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 5 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.

Trainer comments:

Trainer signature:

Date:

Student signature:

Date:

Appeal Outcome:

CEO signature:

Date:

Student signature:

Date: