

Assessment Appeal Lodgement Form

SECTION 1 – Personal Details

Name:			
Address:			
		Post Code:	
Student/Employee No:		Tel/ Mobile:	
Email:			

SECTION 2 – Course / Unit Details

Code/Title		Date of Assessment	/ /
Assessor:			
Assessment Task:			

SECTION 4 – Appeal Details

Please tick the area relating to your grounds for appeal:

- | | |
|--|---|
| <input type="checkbox"/> Incorrect assessment decision | <input type="checkbox"/> Inappropriate assessment task/process |
| <input type="checkbox"/> Bias of the assessor | <input type="checkbox"/> Faulty, inappropriate or lack of equipment |
| <input type="checkbox"/> Lack of competence of assessor | <input type="checkbox"/> Inappropriate assessment conditions |
| <input type="checkbox"/> Incorrect information provided regarding assessment | |

Please outline the situation for your appeal:

SECTION 3 – Appellant Declaration

I have read and understood the Crown College Assessment Appeals Policy and acknowledge that Crown College may use an independent assessor to resolve this appeal. I may be given the opportunity to present my case formally at an interview.

Signature : _____ **Date:** _____

APPEAL NO.

Admin Use Only				
<input type="checkbox"/>	Appeal Form Received (Admin)	Initial		Date: / /
<input type="checkbox"/>	Appeal Lodgement recorded (Register)	Initial		Date: / /
<input type="checkbox"/>	Letter of Acknowledgement sent	Initial		Date: / /
<input type="checkbox"/>	Appeal Forwarded to Academic Manager	Initial		Date: / /
Note: Use "Appeals Progress Form" to record further actions regarding this Appeal				

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