

Appeal Form – Assessment

An appeal in respect to an assessment will be referred to the College Principal in the first instance. Where the appeal is clearly related to the assessment an independent third party assessor will conduct a reassessment of results within a reasonable timeframe. If this occurs you will be given the opportunity to formally present your case. This is designed to ensure fairness and consistency and underpins the continuous improvement process.

We encourage you to discuss any assessment concerns you may have with your assessor in the first instance. Depending on the circumstances, your assessor may take the opportunity to invite another assessor to re-assess your work. A formal appeal such as this should only be lodged after you have discussed your concerns with you assessor and given them time to review your evidence.

Please submit the completed form to Student Administration admin@collegeforadultlearning.com.au

About You

Your details -

Name: Mr/Mrs/Miss/Ms/Dr

Mailing Address:

..... Postcode:

Email:

Mobile No:

Contact phone number during business hours: ()

The CAL course in which you are enrolled

Course Facilitator/Coach

Appealing an Assessment

A formal appeal must only be lodged after all other avenues have been exhausted. This means you must raise any assessment issues you may have with your assessor who will then review your assessment and provide you with written feedback. Depending on the circumstances, your assessor may request another assessor review the assessment decision.

Only when you have exhausted the options available to your with your assessor should a formal appeal be lodged.

The course guide, statement of required competencies and learners guide provide you with the information that you need to determine if as assessment is unjust or needs to be reviewed. Appeals need to demonstrate at least one of the following points:

- The assessment arrangements did not take into account your personal needs in relation to a disability, medical condition or cultural requirements and that you had declared this prior to the assessment
- The assessment has not reflected the stated competencies for the course e.g. skills over and above the competency levels were assessed
- The assessment was not relevant to the course content

- The assessment was not an accurate reflection of work submitted

Please outline the actions that occurred when you raised the assessment decision with your assessor (include here dates and attach any relevant emails etc)

Please state the details of your appeal, demonstrating one or more of the above:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Have you discussed this matter with the assessor? YES/NO

.....

.....

.....

Timelines

CAL undertakes to provide you with an initial response within 7 working days.

Please sign and date this form.

Signature: Date: