



ASSESSMENT APPEAL FORM

Please completed page 1 of this form and then email to Connect 'n' Grow[®]: admin@connectngrow.edu.au

Assessment Appeal Time Frame

This 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 for any reason you are unable to discuss this appeal with the assessor, you should make an appointment to Connect 'n' Grow[®].

Applicant/ Learners Personal Details

Family Name:		Given Name:	
Email address:			
Phone:		Date of Birth	
School:		Trainer:	
Course Code/Title:			
Module:			
Disputed Assessment:			
Reason for / Details of Appeal:			

Checklist

Have you:	YES	NO
Already discussed the matter with your trainer/assessor?		
Completed all the requirements for the unit/assessment under dispute?		

Basis for appeal (Please tick)

- Result was not based on advised assessment criteria
- Assessment method variant to unit outline
- Unfair grade based on stated criteria and quality of work submitted
- Work handed in on time but was not marked

Other reason (please specify) below:

Details of Appeal:			
Signature:		Date:	

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Date of lodgement:		Received by:	
Signature:			

Actions taken:

Outcome of Appeal (Resolution):

RESULT

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

Student:			
Signature:			
Date:			
Feedback:			