

Assessment Appeal Request Form

An Assessment Appeal Request Form can be used to appeal:

- the result or outcome of an assessment,
- the manner in which the assessment was conducted,
- the outcome of an assessment of evidence provided for Recognition of Prior Learning (RPL).

Following an assessment event, you will be able to access your results on your Student Portal.

You will have 14 working days from the date your results are posted in which to lodge an assessment appeal/request a review.

As part of the Assessment Appeal process you will need to submit this form to your Head Teacher, a Customer Services Officer at your local campus or to **AssessmentAppeals@tafensw.edu.au**

You will receive written acknowledgement of your request within two working days of lodging this Assessment Appeal Request Form and a determination within ten working days.

Student details	
Full name:	Student Number:
Address:	
Suburb:	Postcode:
Contact number:	Email:
Qualification/Course Name:	
Campus:	

Appeal type (please tick one only)	
Appeal of the result of an assessment within this unit?	<input type="checkbox"/>
Assessment title:	
Appeal against the manner in which the assessment was conducted?	<input type="checkbox"/>
Appeal of the outcome of the application for recognition of prior learning (RPL)?	<input type="checkbox"/>

Description of the appeal

Please provide details of the decision for which you are seeking the appeal:

Please identify the reasons for requesting the appeal. Please provide a brief explanation specifically identifying why the decision was wrong and/or why the assessment process was deficient.

Please describe the desired outcome of the appeal:

Student Signature:

Date:

*Please submit this completed form and any supporting evidence to your Head Teacher, to the Student Services Officer at your Campus or email to: **AssessmentAppeal@tafensw.edu.au***