

Appeals Lodgement Form (Assessment Only)

SECTION 1 – Personal Details

Name:		Appeal No.	
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss	Student ID	
Address:		Post Code:	
Email:		Mobile:	

SECTION 2 – Course / Unit/ Module Details

Code/Title:		Starting Date:	/ /
Assessor:			
Task:			

SECTION 3 – Appellant Declaration

I have read and understood the Pioneer College “Complaint and Appeals Policy and Associated Procedure” and acknowledge that Pioneer College will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee.

Signature:		Date:	/ /
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SECTION 4 – Appeal Details

Please tick the area relating to your grounds for appeal:

- | | |
|--|---|
| ☐ Incorrect assessment decision | ☐ Inappropriate assessment task/process |
| ☐ Bias of the assessor | ☐ Faulty, inappropriate or lack of equipment |
| ☐ Lack of competence of assessor | ☐ Inappropriate assessment conditions |
| ☐ Incorrect information provided regarding assessment | |

Please outline the situation for your appeal:

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Appeal discussed with the Assessor: ☐ YES ☐ NO

Appeal discussed with the Academic Manager: ☐ YES ☐ NO

Appeal has been successfully resolved: ☐ YES ☐ NO

SECTION 5 – Office Use Only

☐ Appeal Form Received (Admin)	Initial		Date:	/ /
☐ Appeal Lodgement recorded (SSO)	Initial		Date:	/ /
☐ Letter of Acknowledgement sent	Initial		Date:	/ /
☐ Appeal Forwarded to PEO/Principal	Initial		Date:	/ /

Note: Use “Appeals Progress Form” to record further actions regarding this Appeal