

Assessment Appeals Lodgement Form			Appeals No.	
SECTION 1 – Personal Details				
Student Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Address:			Post Code:	
Student ID:				
Email:			Tel/ Mobile:	
SECTION 2 – Course / Unit/ Module Details				
Title of Qualification:			Date:	/ /
Title of UoC				
Assessor:				
Assessment Task:				
SECTION 3 – Appellant Declaration				
<p>I have read and understood the Pal Education Appeals Policy and acknowledge that Pal Education 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.</p>				
Signature:			Date:	/ /
SECTION 4 – Appeal Details				
Please tick the area relating to your grounds for appeal:				
<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Incorrect information provided regarding assessment <input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Inappropriate assessment conditions				
Please outline the situation for your appeal: (You may use extra page or additional evidence)				
Appeal discussed with the Assessor: <input type="checkbox"/> YES <input type="checkbox"/> NO Appeal has been successfully resolved: <input type="checkbox"/> YES <input type="checkbox"/> 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 CEO	Initial		Date:	/ /
Note: Use "Assessment Appeals Progress Form" to record further actions regarding this Appeal				