



## Appeals Form

Appeals No.:
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SECTION 1 – Complainant Details			
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
<b>Email:</b>		<b>Tel/ Mobile:</b>	

SECTION 2 – Course / Unit/ Module Details			
<b>Code/Title:</b>		<b>Date:</b>	/ /
<b>Assessor:</b>			
<b>Task:</b>			

SECTION 3– 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 circumstance/s for your appeal:	
Appeal has been 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



**SECTION 4– Appellant Declaration**

I have read and understood the Rosehill College Appeals Policy and acknowledge that Rosehill 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.

<b>Signature:</b>		<b>Date:</b>	/	/
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**Office Use Only**

<input type="checkbox"/> Appeal Form Received (Admin)	<b>Initial:</b>		<b>Date:</b>	
<input type="checkbox"/> Appeal recorded (Register)	<b>Initial:</b>		<b>Date:</b>	
<input type="checkbox"/> Letter of Acknowledgement sent	<b>Initial:</b>		<b>Date:</b>	
<input type="checkbox"/> Appeal Forwarded to CEO/Academic Manager	<b>Initial:</b>		<b>Date:</b>	

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