

<h1>Assessment Appeals Lodgement Form</h1>				Appeals No. _____		
SECTION 1 – Personal Details						
Name:				Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Address:				Post Code:		
Email:				Tel/ Mobile:		
SECTION 2 – Course / Unit/ Module Details						
Code/Title:				Date:	/ /	
Assessor:						
Task:						
SECTION 3 – Appellant Declaration						
<p>I have read and understood the City College Policy and acknowledge that City 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.</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"/> Inappropriate assessment task/process				
<input type="checkbox"/> Bias of the assessor		<input type="checkbox"/> Faulty, inappropriate or lack of equipment				
<input type="checkbox"/> Lack of competence of assessor		<input type="checkbox"/> Inappropriate assessment conditions				
<input type="checkbox"/> Incorrect information provided regarding assessment						
Please outline the situation for your appeal:						
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						