

Assessment Appeals Lodgement Form		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 The Australian Institute of Commerce and Technology Appeals Policy and acknowledge that The Australian Institute of Commerce and Technology 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:			
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 Director	Initial	_____	Date: / /
Note: Use "Assessment Appeals Progress Form" to record further actions regarding this Appeal			