

## Assessment Appeal Form

By completing this form, you are formally appealing the decision pertaining to your assessment results. This form must be submitted to LivCor within 30 calendar days of your assessment result to begin the assessment appeal process.

A written reply will be forwarded to you within 7 working days.

<b>Name</b>		<b>Date</b>	___/___/___
<b>Email Address</b>		<b>Contact Number</b>	
<b>Street Address</b>			
<b>Name/s of Assessor</b>			
<b>Code &amp; Title of Qualification</b>			

Units of Competency (UoC) – Under Appeal <i>In the boxes below note UoC code and title</i>	Reasons for Appeal <i>Please provide a full, detailed description of your appeal. You may add further pages if required</i>

*Read the statements below and tick in acknowledgement*

	I have read and understood the information about lodging an assessment appeal under AFA's Complaints and Appeals Policy
	I have verbally discussed this assessment appeal with my assessor prior to submitting this form
	I have provided supporting evidence relating to this appeal
	I declare that all of the information above and attached (if applicable) is factual and correct.

<b>Student Signature</b>	
--------------------------	--

OFFICE USE ONLY				
Received and recorded by			Date	___ / ___ / ___
Form has been scanned into System	Yes / No	Appeal has been recorded in Complaints/Appeals Register		Yes / No
Appellant has been notified in writing that assessment appeals form has been received		Yes / No	Date	___ / ___ / ___
Appeal given to			Appeal Number	
All persons involved have been notified of assessment appeal and meeting date set		Yes / No	Meeting Date	___ / ___ / ___
Action Taken and Outcome				
Outcome Replied by			Replied Date	___ / ___ / ___
Improvement/s Required? (If applicable)				
Improvement aspects required: Recorded and actioned		Yes / No	Date	___ / ___ / ___

**Related Standards:** Clauses 5.2, 6.1-6.5