

FR5.2 Assessment Appeal Form	
Given Name:	Surname:
Address :	
Student Number:	
Course Name:	Course Number:
Email:	Mobile:

Please identify in the table below the units of competency that are the subject of your appeal				
Unit Code	Assessment Number	Unit Title	Grade	Date assessed

Grounds for Appeal: *Please attach additional sheet if required*

Important Information

An assessment appeal must be received within 10 days of learning the result of the assessment. Please ensure that you provide a detailed reason for your assessment appeal. You must provide the graded assessment and the assessor feedback with this completed form. All appeals are to be returned by email to Student Support at studentsupport@opencolleges.edu.au The Student Support team will organise a review of the assessment by the Head of Portfolio and provide a written statement of outcome within 21 days of receipt. The outcome decision by the Head of Portfolio is reviewed by the Assessment Appeals Committee.

Do not resubmit the assessment while your appeal is underway.

Declaration

I declare that the information I have provided is correct and complete.

Signature _____

Date _____