

# ASSESSMENT APPEAL FORM

## INSTRUCTIONS

This form shall be made available to any RTO student formally requesting an appeal of an assessment decision. The assessment appeal, once completed by a student, should be returned to the RTO Training Coordinator ([enquiries@mtacs.net.au](mailto:enquiries@mtacs.net.au)). Once a decision is finalised, the outcome of the appeal shall be provided within this form and a copy proved to the student and a copy maintained on the student's file. All appeals will be processed within 10 days of the Assessment Appeal form being formally submitted.

## COURSE INFORMATION

TRAINER NAME	
COURSE NAME	
COURSE COMMENCEMENT DATE	

LIST UNITS RELEVANT TO THIS APPEAL	PLEASE ADVISE THE REASON FOR THE APPEAL AS IT RELATES TO THE UNIT AND THE ASSESSMENT BEING APPEALED.

STUDENT NAME			
STUDENT SIGNATURE		DATE	

# ASSESSMENT APPEAL FORM

## RTO OFFICE USE

ASSESSMENT APPEAL OUTCOME			
RTO COO-TRAINING SIGNATURE		DATE	
STUDENT SIGNATURE		DATE	