# Important Information

**What is an Academic Appeal?**

An Academic Appeal is a review of a decision relating to an assessment, academic progress or award

**Before you lodge an Academic Appeal:**

* Please read the North Metropolitan TAFE Academic Appeals Policy
* You are encouraged to meet with your Lecturer, Head of Programs, Principal Lecturer or Portfolio Director to discuss your concerns
* If you are dissatisfied with the initial outcome, then you may lodge an Academic Appeal using this form.

**Do I have to pay a fee to apply for an Academic Appeal?**

For each unit there is a $25 Application processing fee, which will be refunded if your appeal is upheld.

**What evidence is required?**

The evidence you submit should relate to the basis for the appeal. The table below provides guidance on the basis for appeal and what evidence you will need to provide.

|  |  |
| --- | --- |
| Basis for Appeal | What evidence you need to provide |
| 1. The assessment process | A copy of the Learning and Assessment Plan (LAP) provided by your lecturer  A brief explanation of how the assessment differed from the description given in the LAP |
| 2. The assessment decision | The evidence you submitted  A brief description of why you feel the assessment judgement was incorrect |

If you disclosed a disability during the course of your studies and requested reasonable adjustment but this was not implemented, and you believe that this may have had an impact on your results you may wish to seek advice for your appeal from Student Support.

You are entitled to be accompanied by a support person in any discussions regarding your assessment results.

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Family name: |  | Student ID: |  |
| Given name(s): |  | Date of Birth: |  |
| Email: |  | Phone / Mobile: |  |

# Qualification Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification National Code: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Qualification Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Unit National Code: |  | Unit Title: |  |

# Appeal Details

I request that my assessment decision be reviewed.

Reason for request.

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What attempts have you made to address your concerns?

|  |
| --- |
| *E.g. met with lecturer and/or Principal Lecturers.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant Signature: |  | Date: |  |  |

# Office Use:

|  |  |
| --- | --- |
| **Fee Paid** | $25 Application Fee 🞏 |
| **Date fee received** |  |
| **Portfolio** |  |
| **Principal Lecturer /**  **Head of Program** |  |
| **Application forwarded to Review Panel**  **Copy forwarded to Quality and Development**  **Copy forwarded to Planning and Evaluation** |  |
| **Panel comments** |  |
| **Original result** |  |
| **Reviewed result** |  |
| **Panel Chair Signature** |  |
| **Enter new result in SMS** | Please forward this form to SSS if the applicant’s result has changed |
| **New Result to Award Team** | Please forward to the Award Team if a new Statement of Academic Record is required. |
| **Student advised of appeal result** | Date |