



ASSESSMENT APPEAL LODGEMENT FORM

Appeal No.

SECTION 1 – Personal Details

Name: Title: Mr Mrs Ms Miss Address: Post Code: Email: Tel/ Mobile:

SECTION 2 – Course / Unit/ Module Details

Code/Title : Date: Assessor: Task:

SECTION 3 – Appellant Declaration

I have read and understood the Bedford College Assessment Appeals Policy and acknowledge that I will be given the opportunity to present my case formally at an interview.

Signature : Date:

SECTION 4 – Appeal Details

Please tick the area relating to your grounds for appeal:

- Dissatisfied/disagree with the assessment result (appropriate grounds must be documented below)
Incorrect assessment decision
Bias of the assessor
Lack of competence of assessor
Inappropriate assessment task/process
Faulty, inappropriate or lack of equipment
Inappropriate assessment conditions
Incorrect information provided regarding assessment

Please outline the situation for your appeal:

Appeal discussed with the Assessor : YES NO
Appeal has been successfully resolved: YES NO

Admin Use Only

Table with 4 rows: Appeal Form Received (Admin), Appeal Lodgement recorded (Register), Letter of Acknowledgement sent, Appeal Forwarded to Director. Columns: Initial, Date.

Note: Use "Assessment Appeal Progress Form" to record further actions regarding this Appeal