

Appeals lodgement Form

Appeals No.

SECTION 1 – Personal Details

Name:	Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> 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 Pioneer International College Appeals Policy and acknowledge that Pioneer International College will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external mediation agency, I agree to pay any fees for this appeal; however, should my appeal be successful I will receive a full refund of this fee.

Signature:	Date:	/	/	
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SECTION 4 – Appeal Details

Please tick the area relating to your grounds for appeal:

- | | |
|--|---|
| <input type="checkbox"/> Incorrect assessment decision
<input type="checkbox"/> Bias of the assessor
<input type="checkbox"/> Lack of competence of assessor
<input type="checkbox"/> Incorrect information provided regarding assessment | <input type="checkbox"/> Inappropriate assessment task/process
<input type="checkbox"/> Faulty, inappropriate or lack of equipment
<input type="checkbox"/> Inappropriate assessment conditions |
|--|---|

Please outline the circumstance/s for your appeal:



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

Admin Use Only

<input type="checkbox"/> Appeal Form Received (Admin)	Initial		Date:	/	/
<input type="checkbox"/> Appeal Lodgement recorded (Register)	Initial		Date:	/	/
<input type="checkbox"/> Letter of Acknowledgement sent	Initial		Date:	/	/
<input type="checkbox"/> Appeal Forwarded to CEO or Academic Manager	Initial		Date:	/	/

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