



Assessment Appeal Form

Note: If you are not satisfied with a decision made by Propel or Elysian Institute, you may use this form to request an Internal Case Review. Before completing this form, please ensure that you have read the Assessment Appeal Policy & Procedure.

Appeals should be lodged in writing on an Appeal Request Form to admin@propel.net.au

Details

Students Name:		Date:	
Email:		D.O.B:	
Address:		Contact No:	
Course Title:			
Assessors Name:			

Documentation

NB. To ensure that we can review your Assessment Appeal thoroughly, it would be beneficial if you could provide the following documentation:

- Relevant Assessment Workbook (AWB)
- Feedback sheet provided by trainer
- Any resubmissions that you may have re-submitted

Request for Case Review

Please set out below the main reason/s why you are not satisfied with your assessment results or the decisions made by Propel or Elysian Institutes. (Attach a separate sheet if necessary)

Desired Outcome

Please describe the action you would like taken in order to resolve the assessment result to your satisfaction.

Declaration

By completing this form, I am agreeing that I believe the information I have provided is accurate and correct.. This form will need to be printed, signed and dated before submitting to admin@propel.net.au with the subject **LAST NAME_First Name – Assessment Appeal**

Students Full Name:

Students Signature:

Date:

Privacy Notice: The information provided on this form, along with any attachments will be used by Propel & Elysian Institutes to follow up your Appeal. In some circumstances the Institutes may provide the information to external authorities if this is required by law. You are providing this information voluntarily. All information, including this appeal form will be stored securely and treated confidentially. You may correct any personal information at any time by contacting the administration team.

FOR PROPEL & ELYSIAN INSTITUTES USE ONLY

Completed form received by Organisation Director:

Date:

Set up internal review panel:

Yes

No

Acknowledgement of Appeal template sent to student on:
& informed student informed of Internal Case Review Panel (if required)

Date:

Student informed of Assessment Appeal Result on:

Date:

Result of Appeal

Determined
Result:

Are all parties
agreeable:

Yes

No

(If No, complete further action required)

Further Action Required: