

FR4.1

## Assessment Appeal Form

This form is to be used if a student wishes to appeal an assessment decision, including any decision relating to an application for a credit transfer or recognition of prior learning.

**Please note:** Assessment appeals must be submitted within 10 business days of the assessment decision being made by OC. Any appeal received outside of this time will not be accepted.

### STUDENT DETAILS

Name:

Enrolment Number:

Course:

Email:

Phone:

### ASSESSMENT DETAILS

Please detail below the units of competency that are the subject of this appeal, and please ensure you attach the graded assessment and the assessor feedback with this form.

UNIT CODE	ASSESSMENT NUMBER	UNIT TITLE	GRADE	DATE ASSESSED
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## REASONS FOR APPEAL (ATTACH ADDITIONAL SHEET IF REQUIRED)

Please allow 15 business days for review. Do not resubmit any assessment the subject of this appeal while the assessment appeal is being considered.

### DECLARATION

I declare that the information I have provided is correct and complete.

Signature:

Date:

Please return to Academic Support team via email to [rplct@opencolleges.edu.au](mailto:rplct@opencolleges.edu.au)