

RTO Appeals Procedure

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Procedure

Appeals Against Assessment Decisions

If a student is unhappy with the final assessment decision, they should first discuss the decision and options with the assessor to determine and fully understand the reasons for the decision.

The assessor will discuss the matter with the student; and give specific feedback on their performance.

If the student is not satisfied with the feedback, s t u f e 7 f

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- x Store all documentation associated with the appeal.
- x Once the appeal has been resolved, load all appeals documentation in the contact record in the Atwea file drive.

If Atwea College or its assessor/s is found to be in error or there is sufficient evidence of adverse circumstances, there will be no cost to the student to correct the decision.

Where a student is invited to resubmit an assessment, the student will be charged \$40.00 per unit for reassessment.

Where applicable, RTO processes any refund of fees following the Fee, Refund and Withdrawal Policy and Procedure.

Related documents, forms, and legislation

RTO Appeals Policy

RTO Appeals Lodgement Form

RTO Appeals Register

RTO Appeals Progress Form

Review

This policy review period is: 3 yearly

Publication Log

Common (X) Drive	Intranet
Website	

