

## **Appealing an Assessment Outcome**

### **Informal Review**

If you believe that an assessment result is unfair or incorrect, you should discuss this with your lecturer, who will review the assessment and advise you by email of their decision. The time taken for this review should not be more than ten working days from when the request is received.

### **Formal Review**

If you still consider that the result is unfair or incorrect you can request an Assessment Re-evaluation from the Manager. This request must be submitted by email within 10 days of receiving the email from your lecturer following the informal review. The Manager will then conduct a formal review of your assessment and notify you by email of the result. If there has been an error, your result will be changed and if it is determined that the result was correct, the original assessment result will be processed.

This process should not take more than 30 days from receipt of your request for a formal review.

### **External Appeal**

If you are still not happy with your result, you have the right to complain to the following external

bodies:

- The Western Australian Ombudsman
- The Training Accreditation Council