

Assessment Appeal Form

Part 1 – Learner to complete

Learner name:

NZQA number:

Organisation:

Date of assessment:

Assessment results being appealed

Unit Standard (number and title)

Reasons for requesting appeal

Learner signature:

Date:



Part 2 – Assessor to complete then send to FRSITO head office with attached assessment documents

Assessor name:

Assessor number:

Date appeal received:

Assessor comments

Assessor signature:

Date:

Checklist for assessor and moderator

	Assessor	Moderator
Appeal form completed by learner and assessor	<input type="checkbox"/>	<input type="checkbox"/>
Result notification form attached (04 form)	<input type="checkbox"/>	<input type="checkbox"/>
All assessment documentation attached	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 – Moderator to complete

Date received:

The following are a guide for the moderator when considering an appeal

Assessment process followed	<input type="checkbox"/>
Assessor considered all evidence presented by learner	<input type="checkbox"/>
Judgments were consistent with unit standard requirements	<input type="checkbox"/>
Judgments were in line with good practise assessment	<input type="checkbox"/>



Appeal judgment

Assessor's decision upheld	<input type="checkbox"/>
Assessor to modify assessment decision	<input type="checkbox"/>
Learner to be re-assessed (new assessor may be used)	<input type="checkbox"/>

Moderator comments

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Moderator signature:

Date:

For Office Use Only

Assessor and Learner notified of result Copies attached to both Assessor and Learner files