

ASSESSMENT APPEAL

INSTRUCTIONS:

- Please submit this form within **10 days** from receiving your assessment result. MTC Australia will arrange a different assessor to mark your work.

Privacy Statement

MTC Australia collects, holds, uses and discloses personal information (including sensitive information) in accordance with the Privacy Act 1988, the Australian Privacy Principles and requirements laid down in MTC's contracts as a service provider to the Commonwealth Government. You have the right to: access and update or correct the personal information that MTC Australia holds about you, and enquire or complain about the way personal information is being handled. For more details, refer to the MTC Privacy Policy.

Student's Name:

JSID Number:

Address:

Phone Number:

Email:

Course Name (e.g. Certificate II in Business):

Module/Unit Name:

Assessment Method (please tick)

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Written Assignment

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Practical Assessment/Observation

MTC Australia Site:

Date of Assessment:

Assessor's Name:

Please briefly explain the reason for your appeal.

Declaration

I hereby confirm that the information provided in this Assessment Appeal Form is true and correct.

Signature:

Date:

PLEASE SUBMIT THIS FORM TO MTC AUSTRALIA

(Please give this form to your SEE Centre Manager/Trainer or Program Supervisor)

OFFICE USE ONLY

Date Received:

Received by (Name):

Please forward a copy of this application to the compliance department.