

ASSESSMENT APPEAL INFORMATION FOR STUDENTS



1. You have the right to appeal against an assessment decision:
2. If you are not satisfied with the assessment decision you must complete the attached form within a week of being told of the assessment decision and give it to your trainer/assessor.
3. You have the right to choose a person e.g. supervisor, workmate, friend, to help you during the appeals process.
4. LWA may:
 - Interview any of the people involved in the assessment process
 - Request another assessor to review the case
 - Schedule another assessment
 - Uphold or reject the appeal at any stage
5. LWA will complete the process within three weeks of receiving the appeals form.
6. If you are still dissatisfied with the appeal outcome LWA will ask an independent assessor to review and/or conduct another assessment. This will be done within two weeks of the appeal decision.