This form is used when the learner and the assessor have not reached an agreement on the assessment process or outcome.

The assessment appeal must be made in writing to The Skills Organisation within 30 days of the assessment decision. The assessment appeal will commence within 7 days of receipt at The Skills Organisation and a resolution made within one month.

Please forward completed form to [assessorinfo@skills.org.nz](mailto:assessorinfo@skills.org.nz).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part A: Learner to complete** | | | | | |
| Learner Name |  | | | | |
| Organisation |  | | | | |
| Learner Email Address |  | | | | |
| Unit standard |  | Version |  | Industry Sector |  |
| Assessor Name |  | | | Assessment date |  |
| Location Assessment took place |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for appeal** | | | |
| *(Please state the reasons why you think the assessment was unfair. Support your reasons with detailed evidence and attach to this form).* | | | |
| **What actions have you taken to date with your assessor?** | | | |
|  | | | |
| Learner’s Signature |  | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part B: The Skills Organisation use only** | | | | |
| Learner informed that Appeal is being actioned | Yes | No | Date |  |
| Industry Manager/ Account Manager informed of appeal | Yes | No | Date |  |
| Assessor informed of appeal and information requested from the Assessor to support their assessment decision | Yes | No | Date |  |
| Moderation and Assessment team reviewed the appeal | Yes | No | Date |  |
| Assessment appeal supported | Yes | No | Date |  |
| Result communicated to learner | Yes | No | Date |  |
| *Additional comments:* | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part C: Learner to complete** | | | |
| Do you accept the decision from The Skills Organisation? | | Yes | No |
| Learner signature |  | Date |  |
| *Additional Comments:* | | | |

\*If learner has ticked ‘No’ (not resolved), forward all documentation to an independent moderator to make the final decision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part D: Independent moderator decision** | | | | |
| Assessment appeal supported | Yes | No | Date |  |
| Final result communicated to learner | Yes | No | Date |  |
| *Additional Comments:* | | | | |

**Learner has the right to appeal to NZQA directly if still not satisfied with the result.**