Assessment Appeal Form

Please use this form to lodge an appeal against an assessment decision.

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 complete the details below and forward the form to [assessorinfo@skills.org.nz](mailto:assessorinfo@skills.org.nz).

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| **Please complete** | | | |
| Full name | Click or tap here to enter text. | | |
| Organisation  (if applicable) | Click or tap here to enter text. | | |
| Contact email address | Click or tap here to enter text. | | |
| Unit standard or programme | Click or tap here to enter text. | Industry sector | Click or tap here to enter text. |
| Assessor name | Click or tap here to enter text. | Assessment date | Click or tap here to enter text. |
| Where/ how did the assessment take place | Click or tap here to enter text. | | |

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| **Reason for the appeal (please state why you disagree with the assessment result)** |
| Click or tap here to enter text. |

# Overview of the assessment appeals process

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| **Step** | **Description** | **Who** |
| 1 | The candidate contacts the assessor in the first instance to contest the assessment decision. | Candidate |
| 2 | The assessor explains their assessment decision.  If no agreement is reached, the candidates lodges an appeal with Skills using this form, and sends it to [assessorinfo@skills.org.nz](mailto:assessorinfo@skills.org.nz). | Candidate |
| 3 | The Skills Quality Assurance (QA) team receives the appeal, notifies the assessor of the appeal, and reviews the assessment decision.  If there are no grounds for an assessment appeal, the QA team will notify the candidate that they support the assessment decision and notify the candidate.  If there are grounds for an appeal the QA team will request another assessor to peer review the assessment.  If the second assessor agrees with the original assessment decision, the QA team will notify the candidate of the result, and the reason for the result.  If the second assessor disagrees with the original assessment decision, the QA team will request an independent moderator to make the final decision. | Skills Quality Assurance team |
| 4 | The final decision is communicated to the candidate. | Quality Assurance team |
| 5 | The candidate has the right to appeal to NZQA if they are still not satisfied with the outcome. | Candidate |