

Request for Assessment Re-Evaluation



If a student believes that an assessment outcome is unfair or incorrect, they should first discuss it with their teacher (this is an informal review). If after this discussion the student still feels the outcome is incorrect, a formal re-evaluation of an assessment result may be requested.

Instructions for the student:

- Please take this form to any Customer Services Centre within 10 business days of receiving notification of the informal review from the teacher.
- If you are still dissatisfied with the decision of this re-evaluation process, you will have a further right to appeal. Refer to the TAFE Queensland Student Rules.

Student Details			
Student Name		Student Number	
Location/Campus		Phone Number	
Email Address			
Qualification			
Unit Code / Name			
Teacher's Name		Notification Date	
Reason/s for Requesting Re-evaluation			
Student signature		Date	

Re-evaluation – Student to be notified within 7 days of the re-evaluation decision				
Assessor Name		Date		
<input type="checkbox"/> Result to be amended <i>Process Amended Result Request form, refer student for refund</i>		<input type="checkbox"/> Result remains unchanged <i>Advise student in writing within 7 days</i>		
Result Amended		Amended Result	PLA Code	Semester / Year
<input type="checkbox"/> No <i>Advise student in writing within 7 days</i>	<input type="checkbox"/> Yes <i>Process Amended Result Request form. Refer student for refund</i>			
Assessor Feedback (If no change to result)				
Assessor signature		Date		
Education Manager's signature		Date		

Office Use							
Result amended	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Student notified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Name	Signature			Date			

PRIVACY STATEMENT: TAFE Queensland is collecting information on this form for the purpose of undertaking re-assessment. Your personal information will be disclosed to the following people, agencies, and organisations: If you are a school based apprentice or trainee or VET in Schools student – Your school, the Queensland Studies Authority, and the Queensland Tertiary Admissions Centre (for your results only). If you are enrolled in training paid for by your employer, or in which you consent to release information to your employer – Your employer. If you are an apprentice or trainee – Your employer/host employer. If you are under the age of 18 – Your parent/guardian (unless you have advised TAFE Queensland that you are estranged from them, you are classified as independent, or it is otherwise inappropriate to give them the information). Personal information collected on this form may also be disclosed to third parties with your consent or as permitted or required under a law. Your information will be stored securely. If you wish to access or correct any of your information or discuss how it has been managed, please contact TAFE Queensland.