SYDNEY POLYTECHNIC INSTITUTE

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Academic Appeal Form

Section A: Student Details

Student ID No.:	
Family Name:	Given Name:
Contact No.:	Email Address:

You have the right to appeal an assessment decision. The matter should first be resolved by talking with your teacher who marked your work and gave the feedback. If you are not satisfied with the outcome, please complete the form below and submit to Student Services. Your assessment appeal will be given to the Academic Manager or delegate who will manage the appeal process.
As a part of the appeal process, the Academic Manager or delegate will approach your Teacher/Assessor for investigation and recommendation, who will then arrange an appointment with you to discuss the appeal matter.

Please answer the questions below to ensure that all procedures have been followed:		
Subject Name:		
Assignment / In-class test / Examination:		
Assignment / In-class test / Examination date:		
Name of Lecture / Tutor:		
Name of the person who marked your work (if applicable):		
Have you spoken with your teacher regarding your mark?	☐ Yes	☐ No
Did you submitted/attempted your assessment/exam on/before due date?	☐ Yes	☐ No

Section C: Appeal Statement

Please provide detailed reasons for the appeal and circumstances to be taken into consideration:
Note: you must attach supporting documentation to support any appeal relating to compassionate and/or compelling grounds. Example: Medical certificate, Air tickets, Police report etc.

Section D: Applicant's Declaration

I understand and agree with the following conditions,

- I have read *SPI's Assessment Policy and Procedure, Student Complaints and Grievance Resolution Policy and Procedure,* as well as other related guidelines and I declare that all the information on this form is true and correct and complete in every detail and understand inaccurate information. If otherwise, it could lead to non-acceptance of my application.
- I authorise SPI to obtain further supporting information from my doctor, educational institutions and any other relevant authorities concerning the information I have provided as part of this appeal.
- I acknowledge and agree that SPI would use my information where necessary based on SPI's *Record and Information Management Policy*.

Signature of Student	Date (dd/mm/yyyy)

Office use only

Application Outcome

☐ Approved ☐ Student notified of Decision

☐ Refusal ☐ tudent notified of Decision and External Appeal process (if relevant)

Reason and/or Comments:

Assessed by: _____ Signature: Date: