



ASSESSMENT APPEALS FORM

If you feel that your work has been wrongly assessed you may use the Assessment Appeals Procedure. This is available from MACTRI reception.

You should discuss your concerns with your tutor /assessor within seven days of receiving your assessment. Most concerns can be resolved in this way. If you feel dissatisfied after talking to them, complete this form and return it to the Senior Manager within 21 days of receiving your mark / grade / assessment decision. We will deal with your appeal as outlined in the procedure.

Please print your name _____

Name of your Programme _____

Name of the tutor/assessor who assessed your work _____

Date you received your assessment outcome _____

Stage 1: Date discussed with your tutor/assessor _____

Stage 2: Date discussed with your Coordinator _____

Stage 3: Explain in detail why you think this assessment decision is unfair. Please attach copies of any evidence to clarify your points.

Signed:

Date: