SECTION 1 – Personal Details			
Name:		**Title:**	☐ Mr ☐ Mrs ☐ Ms ☐ Miss
Address:		**Post Code:**	
Email:		**Tel/ Mobile:**	

SECTION 2 – Course / Unit/ Module Details			
Code/Title:		**Date:**	/ /
Assessor:			
Task:			

SECTION 3 – Appellant Declaration

I have read and understood the IST Appeals Policy and acknowledge that IST will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however should my appeal be successful I will receive a full refund of this fee.

Signature:		**Date:**	/ /

SECTION 4 – Appeal Details

Please tick the area relating to your grounds for appeal:

- ☐ Incorrect assessment decision
- ☐ Bias of the assessor
- ☐ Lack of competence of assessor
- ☐ Incorrect information provided regarding assessment
- ☐ Inappropriate assessment task/process
- ☐ Faulty, inappropriate or lack of equipment
- ☐ Inappropriate assessment conditions

Please outline the situation for your appeal:

Appeal discussed with the Assessor : ☐ YES ☐ NO

Appeal has been successfully resolved: ☐ YES ☐ NO

Admin Use Only

☐ Appeal Form Received (Admin)	**Initial**	----------	**Date:**	/ /
☐ Appeal Lodgement recorded (Register)	**Initial**	----------	**Date:**	/ /
☐ Letter of Acknowledgement sent	**Initial**	----------	**Date:**	/ /
☐ Appeal Forwarded to Director	**Initial**		**Date:**	/ /