

Canterbury institute of Management (CIM)

Appeal Against Assessment Decision Form



I. Personal Details			
Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			
CIM Program of Study			
<p>This form should be completed by the students who wish to lodge an appeal against the assessment decisions and are unable to resolve it through an informal resolution process as per the Student Grievance Management Policy.</p> <p>Appeals against assessment decisions must be lodged with the relevant Program Director within five (5) working days of the student receiving formal notification of their assessment result.</p> <p>For detailed information, please read the Assessment Policy and Procedure and Student Grievance Management Policy available on CIM website.</p>			
II. Details of the Appeal			
Course Code and Name		Course Name	
Lecturer Name		Assessment Title	
Assessment Due Date (as per the course outline)		Assessment Result Date	
III. Description of the Appeal			
<p>Please provide details of the assessment decision that you are appealing against.</p>			
<p>Please state the reasons for appeal. Please provide a brief explanation specifically identifying why the assessment decision was wrong and/or why the assessment process was deficient.</p>			

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Please describe the desired outcome of your appeal.

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IV. Student Declaration/Signatures

I have read and understood the process and requirements of the Appeal Against Assessment Decision procedure. I declare that the information provided by me on this form is true. I agree and give my consent to CIM to release my personal information for the purpose of resolving this appeal.

By submitting this form, I acknowledge that I understand that if my work is remarked, the outcome of this appeal may be that my mark may increase, decrease or stay the same.

Student Signature		Date	
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Official Use Only

Reviewed By		Date	
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Outcome of the Appeal	<input type="checkbox"/> Approved	<input type="checkbox"/>	Declined
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Reason of the Outcome

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Program Director Signature		Date	
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Campus Director & Dean Signature		Date	
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