

AREA OF SERVICE-RE ASSESSMENT

Students who have failed an assessment due to their own fault, such as late submission or missing work, may incur a penalty to resubmit their assessment in full. This form is to be completed, and submitted to Administration along with the reassessment fee and a copy of their work for which they wish to be reassessed in. The media of the resubmission must be relevant to the type of reassessment.

Student ID No.			
Given Name(s)			
Surname			
D.O.B (dd/mm/yyyy)		Gender	Male Female
Course Name			
Course Code			
Reassessment Description			
Reassessment Type (tick)	CD/DVD	Hardcopy Document	Live Practical Other (Specify):
Student Declaration I declare that the information supplied on this form is correct and complete. I am aware that I have failed my original assessment submission due to my own fault, and wish to resubmit my assessment in full, at cost, as per RTO's policy and procedures regarding Re-Assessments and Unit Repeat. I understand that I must pay the amount of AUD\$ _____ prior to finalization of the reassessment. I further note that payment does not guarantee a successful outcome, as the work will be reassessed in strict accordance with my chosen course's normal assessment criteria I acknowledge that this offer for reassessment will lapse on _____, after which, failure to meet this deadline will require me to repeat _____, to successfully complete my course. NB. Course Coordinator/Assessor to fill in blanks.			
Student Signature		Date	

Office Use Only			
Received by Administration	Initial:		Date:
Action Required	Actioned By (Initial)	Date	
Copy to Student			
Payment Made			
Course Coordinator Notified			
All documents filed in student folder – Administration Department			