



Appeals Application

(To be completed by the Learner)

Full names and Surname of Learner	
ID Number	
Venue of assessment	
Date of assessment	
Date of application	
Assessor	

- Learner to complete the appeals process and send it to the relevant IA Coordinator.

Assessment Tool (Case Study / Online Assessment / Summative Assessment)	
Learning Programme	
Item	
NQF Level	
Credits:	

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What was the purpose of the assessment?	
Explain how you were assessed?	
List the reasons why you disagree with the assessment decisions.	

Signature of Candidate : _____ Date: ___/___/___

Stage 1

Completed appeals document to be sent to the assessor via e-mail, the learner to be copied in this communication. A separate e-mail is sent from the coordinator to the assessor containing a soft copy of the summative paper or subject in the formative. Feedback by means of the appeals document to be sent from the assessor to Integrity Academy, as well as the learner. (Ensure that there is no summative assessment attached)	
Assessor Feedback	
Appeal Upheld/ Overturned	Reason for upheld/ overturned:

Signature of Assessor : _____ Date: ___/___/___

Stage 2

Should the learner not be satisfied with the feedback from the assessor, the appeal is referred to the Academic Manager of Integrity Academy. This is done via the coordinator.

Signature of Academic Manager : _____ Date: ____/____/____

Stage 3

The Academic Manager will refer the matter to an internal moderator who will receive the appeal document with the learner and assessors comments as well as the hard copy in order to moderate the assessment abilities of the assessor. Feedback to be sent to IA, the Assessor and learner. (Moderation to be completed within 15 days of receipt)

Moderator Feedback	
Appeal Upheld/ Overturned	Reason for upheld/ overturned:

Signature of Internal Moderator: _____ Date: ____/____/____

Stage 4

If the learner is still unhappy about the outcome, the matter will be referred to an external Moderator.

External Moderator Feedback	
Appeal Upheld/ Overturned	Reason for upheld/ overturned:

Signature of External Moderator: _____ Date: ____/____/____

Overall Result of Appeal Upheld/ Overturned	
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Learner to provide feedback if the if the outcome was not satisfactorily dealt with:

Learner Feedback	
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