

**Assessment Appeals Request Form**

This form is to be completed by a student wanting to appeal a result for either a formative or summative assessment (refer to the *E5 – Assessment Appeals Policy).*

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| First Name: |
| Surname: |
| Student Number: |
| Intake group name: |
| Cell number: |
| Email address: |
| **Programme registered for:** | (tick) |
| Higher Certificate |  |
| Bachelor of Commerce |  |
| Postgraduate Diploma |  |
| Master’s Programme |  |
| **Assessment Type:** | Formative Assessment | (tick) | Summative Assessment | (tick) |
| **Module:** |
| Module Name:  |
| Module Code: |
| **Appeals process:**Should a student wish to dispute or appeal the findings of an assessor related to a formative or summative assessment, the following would apply:1. A student who disputes their result, must submit a completed Appeals Request Form (available from the Programme Convener [PCon] or on MOODLE, the Learning Management System), to their PCon within seven working days of the release of the result. This request must be accompanied by the relevant proof of payment. The PCon will forward the request to the Programme Coordinator (PC) who will send the assessment for re-evaluation
2. The student’s assessment is re-evaluated by another qualified assessor without any knowledge of the previous result or the first assessor’s comments
3. The result, as provided by the second qualified assessor, will be regarded as the final result for the student, if there is a change of result by more than 5%. The aforementioned does not apply when the re-mark results in passing a student who was previously found unsuccessful (failed) or awarding a distinction to a student previously marked as a non-distinction. Changes in these cases mean that the appeal is found valid
4. This amount paid by the student will be refunded if the appeal is found to be valid, but is retained if the result remains unchanged
5. Note: When a student appeals against the allocated result of a summative assessment rather than opt to resubmit as requested/suggested by the assessor, the result received from the second assessor will be the official result and the student will not have an opportunity to re-submit. As per the D19- Assessment and Moderation policy, only summative assessments may be re-submitted
6. The Programme Coordinator will notify the student within ten working days from the date of the request, and their result is captured on the electronic Learner Management System
7. Once independently moderated by a qualified assessor, no further opportunity exists to appeal the final result.
8. The proof of payment of **R600.00** must accompany this request form.

The bank details:**Account Name:** The Da Vinci Institute for Technology Management (Pty) Ltd**Bank:** Standard Bank**Branch:**  Sandton**Branch Code:** 019205**Account Number:** 022717277 **(Use Surname, Initials and course name as reference)** |

Signature………………………………………. Date…………………………………………..

**Student**

Signature………………………………………. Date…………………………………………..

**Programme Convener**