RE-ASSESSMENT COVER SHEET

Student and Trainer/Assessor Details

Student ID	
Student Name	
Contact Number	
Email Address	
Trainer/Assessor Name	

Course and Unit Details

Course Code	
Course Title	
Unit Code	
Unit Title	

Re-Assessment Submission Method

☐ By hand to trainer/assessor	☐ By email to trainer/assessor	☐ Online submission via Learning Management System (LMS)
☐ By Australia Post to RTO	☐ Any other method _____ (Please mention here)	

STUDENT DECLARATION

- I certify that the work submitted for this re-assessment is my own. I have clearly referenced any sources used in my submission. I understand that a false declaration is a form of malpractice;
- I have kept a copy of this re-assessment and all relevant notes, attachments, and reference material that I used in the production of the re-assessment;
- For the purposes of re-assessment, I give the trainer/assessor of this re-assessment the permission to:
  - Reproduce this re-assessment and provide a copy to another member of staff; and
  - Take steps to authenticate the re-assessment, including communicating a copy of this re-assessment to a checking service (which may retain a copy of the re-assessment on its database for future plagiarism checking).
- I understand that unless I pay the re-assessment fee as mentioned in the Fee & Refunds Policy and Associated Procedures, my assessment will not be re-assessed. In doing so, I agree to pay the Re-Assessment Fee as mentioned in the Fee & Refunds Policy and Associated Procedures.

Student Signature	
Date	

ASSESSMENT PLAN

To demonstrate competence in this unit, you must be assessed as satisfactory in each of the following assessment tasks.

Task Number	Evidence Type/ Method of assessment	Sufficient evidence recorded/Outcome on Re-Assessment	
		☐ Satisfactory	☐ Not Satisfactory
		☐ Satisfactory	☐ Not Satisfactory
		☐ Satisfactory	☐ Not Satisfactory
		☐ Satisfactory	☐ Not Satisfactory
Final result	☐ Competent	☐ Not Yet Competent	

Assessor Feedback

Assessor: I declare that I have conducted a fair, valid, reliable and flexible assessment of this student, and I have provided appropriate feedback. I also declare that I have undertaken the indicated assessment integrity checks

Google check for plagiarism ☐ Yes ☐ No
Check for copying/collusion ☐ Yes ☐ No
Check for authenticity (own work) ☐ Yes ☐ No
Cheating or use of model answers ☐ Yes ☐ No

Student: I have received, discussed and accepted my result as above for this assessment and I am aware of my appeal rights.

Assessor Name		Student Name	
Assessor Signature		Student Signature	
Date		Date	