

Appeal of Assessment



BCITO Appeals Process – As per Guide to Assessment Team

Appeal of Assessment

The Training Advisor assesses an apprentice’s performance against the same standards used for everyone else who is completing the qualification. Training Advisors collaborate with their peers across the country to ensure each one is assessing apprentices to the same standard. Training Advisors also receive dedicated support for their assessment practice and their decisions are moderated regularly. Moderation involves comparing the decisions of different Training Advisors to ensure that they are consistent with one another. If a member of the Assessment Team feels as though the Training Advisor is assessing an apprentice to a higher or lower standard than is required, these concerns should be raised and discussed with the other members of the Assessment Team, including the Training Advisor.

If the issue cannot be resolved in this way, a formal appeal can be lodged using the form on the next page. Once an appeal is sent to BCITO’s National Office, the information is logged and the appeal is then forwarded to the Area Manager for the region. They will investigate and organise any appropriate action. Please fill in all the information requested. This will enable your appeal to be lodged and processed as quickly as possible.

All assessment appeals should be sent to:

BCITO
PO Box 2615
Wellington 6140
Attention: National Moderator

Apprentice Name:

Apprentice address: _____ Apprentice

NZQA ID number: _____ Apprentice

phone number(s): _____ Date of

assessment: _____ Assessor

(Training Advisor): _____ Where the

assessment took place: _____ Please

write a detailed description of the basis of this
appeal: _____

Apprentice signature: _____

Assessor (Training Advisor) signature: _____

Employer signature: _____