



The Commercial Education Society of Australia

Founded 1910
ABN 50 000 004 731

REQUEST FOR RE-ASSESSMENT OF AN EXAMINATION PAPER

Candidates who wish to apply for re-assessment may do so in accordance with the following by-laws:

- 1 A request for a re-assessment is to be made on this form and lodged with a fee of \$20 with The Chair, Examinations Administration Board, Commercial Education Society of Australia, 4 Cross Street, Hurstville, NSW, 2220, Australia.
- 2 The Board will thereupon require the Assessor to re-mark the paper and report to it in writing.
- 3 Upon receipt of the Assessor's report, the Board will review the matter independently. Appellants are entitled to make *written* or *oral* submissions to the Board in support of their appeals. If the Board decides that a different result should have been recorded, it will issue an amended assessment, and refund the appeal fee in full. If the Board confirms the original assessment, the appeal fee will be forfeited. The Board gives written reasons for its decisions.
- 4 The Board's determinations are subject to appeal to the General Council. No further fee is payable for a review of the Board's decisions.
- 5 The Board deals only with examination matters. Complaints and the resolution of disputes are dealt with directly by the General Council.

The Chair
Examinations Administration Board
Commercial Education Society of Australia
4 Cross Street
HURSTVILLE NSW 2220 AUSTRALIA

I apply for re-assessment of the examination paper submitted by the following candidate
(a separate form and a separate fee must be forwarded for each candidate)

CANDIDATE'S NAME _____
(in block letters, please)

SUBJECT _____ LEVEL _____

DATE OF EXAMINATION _____ RESULT RECORDED _____

NAME AND ADDRESS OF PERSON LODGING THE REQUEST _____

Please complete whichever statement below is applicable.

A cheque for the amount of \$20.00 is enclosed.

For e-banking:
Commonwealth Bank BSB
062-005 Account No. 0000 1925

The amount of \$20.00 was electronically forwarded on _____

(Signature please)

(Date re-assessment requested)