

<b>Section 1</b>		<b>Student Input <i>(please write clearly)</i></b>	
Student Name:	_____		
Email Address:	_____		
Exam Name:	_____	Exam Date:	_____
Class Name:	_____	Student Number:	_____
<b>Student Signature:</b>	<b>Date Appeal Submitted:</b>		
<b><i>NOTE: If ALL the above fields are NOT completed in full, the appeal will be rejected.</i></b>			
<b>Section 2</b>		<b>Chief Examiner – Appeal Receipt</b>	
Appeal Action Number:	_____	Date:	_____
Confirmation of receipt emailed to student:	_____	Date:	_____
<b>Section 3</b>		<b>Chief Examiner – Appeal Verification</b>	
Appeal lodged within 7 days of examination.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Concerns submitted on QM OnDemand/written supporting evidence attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Valid grounds of appeal as per AA QA POL 01.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Section 4</b>		<b>Chief Examiner – Examination Confirmation Details</b>	
Examination Name:	_____		
Client Group:	_____		
Date of examination:	_____		
Score:	_____		
<b>Section 5</b>		<b>Examinations Appeal Committee - Investigation</b>	
Investigation details:	HDR #: _____		
Investigated by:	Date: _____		
<b>Section 6</b>		<b>Chief Examiner – Appeal Outcome</b>	
Appeal Upheld:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Examination Score Adjusted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Appeal Rejected:	<input type="checkbox"/>	Final Score: _____	
Student Advised:	Date: _____		

**Examination Appeals - Instructions**

The following conditions and instructions apply for the use of this form (AA EX PRO 07a) for examination appeals. This form may be submitted if:

- An individual feels that they can demonstrate, by written application, that Aviation Australia failed to ensure that exam conditions as prescribed in AA EX PRO 02a Examination Conditions, were not complied with.
- An individual feels that they can demonstrate, by written application, that they have been unfairly treated in the process of assessment.
- An individual feels that they can demonstrate, by written application they have been unfairly treated by persons involved in the conduct of an examination or assessment.
- An individual feels that they can demonstrate (with supporting evidence), by written application, that a Part 66 examination mark should be reconsidered:
- An individual feels that they can demonstrate, by written application, that an assessment outcome should be reconsidered.
- An individual feels that they can demonstrate, by written application, that they have grounds for appealing a decision made by Aviation Australia in regards to a non-academic matter. For example: An applicant is being reported to immigration for breaching visa conditions.

**Timing**

Examination appeals (AA EX PRO 07a) must be lodged within 7 days of examination completion.

Aviation Australia (AA) will acknowledge the receipt of AA EX PRO 07a within 2 days of receipt. Acknowledgement will be by email to the email address provided by the applicant on Section 1 of this form.

AA will inform the applicant by email within 5 days of AA EX PRO 07a lodgement if the appeal has been rejected due to grounds for appeal or timing of appeal lodgement not being satisfied.

AA will inform the applicant by email within 30 days of appeal lodgement the outcome of the appeal.

**Process**

Examination appeals AA EX PRO 07a must be lodged at AA reception, or by email.

For online examinations, concerns must have been lodged electronically at the end of the exam.

The Chief Examiner will complete Section 2 of AA EX PRO 07a and notify the Examinations Appeal Committee.

The Chief Examiner will acknowledge the receipt of AA EX PRO 07a to the applicant and will subsequently advise the applicant if the appeal has been rejected due to grounds for appeal or timing of appeal lodgement not being satisfied.

If the appeal proceeds to investigation the Examination Appeal Committee will investigate the claimed grounds of appeal.

Where the appeal has been upheld the Chief Examiner will advise the applicant, by e-mailed letter, of the decision together with the adjusted examination score.

Where the appeal has not been upheld the Chief Examiner will advise the applicant by e-mailed letter with a reason for the appeal not being upheld.

Should the applicant seek to appeal the decision of the Examinations Appeal Committee they should attach the Chief Examiner's notice of appeal outcome to a new AA EX PRO 07a and submit the new appeal.

After the review of the new appeal by a panel of reviewing SMEs, the applicant will be advised, by e-mailed letter, of the final appeal outcome.