

Section 1		Student Input <i>(please write clearly)</i>	
Student Name: _____			
Email Address: _____			
Exam Name: _____		Exam Date: _____	
Class Name: _____		Student Number: _____	
Question numbers appealed or Essay question number/name: _____			
I have checked the courseware and attached supporting evidence with this form for each and every appealed question: Yes ☐			
Student Signature: _____		Date Appeal Submitted: _____	
<i>NOTE: If ALL the above fields are NOT completed in full, the appeal will be rejected.</i>			
Section 2		Chief Examiner – Part 66 Appeal Receipt	
Appeal Action Number: _____		Date: _____	
Confirmation of receipt emailed to student: _____		Date: _____	
Section 3		Chief Examiner –Part 66 Appeal Verification	
Appeal lodged within 7 days of examination.		Yes ☐ No ☐	
Concerns submitted with supporting evidence attached.		Yes ☐ No ☐	
Valid grounds of appeal as per AA QA POL 01.		Yes ☐ No ☐	
Section 4		Chief Examiner –Part 66 Examination Confirmation Details	
Examination Name: _____		Client Group: _____	
Date of examination: _____		Score: _____	
Section 5		Part 66 Examinations Appeal Committee - Investigation	
Investigation details: _____		Qudos #: _____	
Investigated by: _____		Date: _____	
Section 6		Chief Examiner –Part 66 Appeal Outcome	
Appeal Upheld: Yes ☐ No ☐		Examination Score Adjusted: Yes ☐ No ☐	
Appeal Rejected: ☐		Final Score: _____	
Student Advised: _____		Date: _____	

	Part 66 Examination Appeal Action	AA EX PRO 07a
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Part 66 Examination Appeal - Instructions

Appeals should be lodged for genuine concerns about the quality of examination questions.

Where a student lodges an appeal about any question, they must:

- Appeal within 7 days of receiving the examination result (electronic exam sitting + 7 days and essay result email + 7 days) with a paper-based submission using this form (AA EX PRO 07a) AND attach supporting evidence for each and every question being appealed (e.g. Student Resource material as applicable).

Base the appeal on constructive feedback that;

- Clearly identifies the number and topic of the question/s e.g., Q. 3 on the fitting of propeller blades.
- Explains the problem with the question/s, e.g., the purpose of the question is ambiguous, and more than one answer could apply.

In addition, this form may be submitted by an individual with the supporting evidence, if:

- Aviation Australia (AA) failed to ensure that exam conditions as prescribed in AA EX PRO 02a Examination Conditions, were not complied with.
- The individual has been unfairly treated in the process of assessment.

The individual unfairly treated by persons involved in the conduct of an examination or assessment.

Timing - The following timing conditions and instructions apply:

- Part 66 Examination appeal (AA EX PRO 07a) must be lodged within 7 days of receiving the examination result (electronic exam sitting + 7 days and essay result email + 7 days).
- AA will inform the applicant by email within 30 days of appeal lodgement the outcome of the appeal.

Process - The following Processes and instructions apply:

- Part 66 Examination appeal AA EX PRO 07a and attached supporting evidence must be lodged at AA reception, or by email to devex@aviationaustralia.aero.
- The Chief Examiner (CE) will complete Section 2 of AA EX PRO 07a and;
 - Reject the appeal. (due to grounds for appeal or timing of appeal lodgement not being satisfied); or
 - Forward the appeal to the Examinations Appeal Committee.
- If the appeal proceeds to investigation the Examination Appeal Committee will investigate the claimed grounds of appeal.
- Where the appeal has been upheld, the CE will advise the applicant in writing, of the decision together with the adjusted examination score.
- Where the appeal has not been upheld, the CE will advise the applicant in writing with the reason(s) for the appeal not being upheld.
- Should the applicant seek to appeal the decision of the Examinations Appeal Committee they should attach the CE'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 the CAO, the applicant will be advised in writing, of the final appeal outcome.