



Pollard English Reassessment/Review Request Form

Please refer to Pollard English Assessment Progress Policy and Procedure and Fees and Charges for further details.

Student Details		
Student Name:		Student ID:
Course Name:		
Information in Australia		
Address:		
Contact No:		Email:
Course Details		
Unit Code and Title		
Assessment Title		
Name of Trainer/Assessor		
Reason for Reassessment/Review		
Detailed Reason		
Student Declaration:		
<p>I hereby declare that all the information and documents provided are true and genuine.</p> <ul style="list-style-type: none"> Documents attached: Copies of all relevant documents; A payment is compulsory; (Payment amount should be specified in comments below) 		
Student's Signature: _____		Date: _____
For Office Use Only		
Received by:	(Pollard English Officer's Signature)	Date:
Fee Received?	(Pollard English Officer's Signature)	Date:
Received by Assessor	(Assessor's signature)	Date:
Assessor's decision	<p><i>Student's review has been successful and student has been assessed as competent in this assessment.</i></p>	<p><i>Student's review has not been successful. Further action is required with details as below.</i></p>
Was the student notified of the outcome by letter or e-mail?		<p>Yes No</p>
Have the documents been filed in the student's assessment folder?		<p>Yes No</p>
Actioned and filed by	(Pollard English Officer's Signature)	Date: