

FM-SRT03 – Re-mark Application



Send to:
Skills Recognition: Testing
VETASSESS
GPO Box 2752
MELBOURNE VIC 3001

or in person to:
Level 5
478 Albert Street
EAST MELBOURNE VIC 3002
Fax Number: 03 9655 4899

Application Number

(Office Use)

This form is for **candidate** use. Before completing this application please read the information about the 'Re-mark Procedure' on the back of this form.

A separate form must be completed for each test or examination requested.

Name: _____

Address: _____

Postcode: _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Candidate ID No: _____ Date of Birth: / /

Institute or Examination Centre: _____

Name of test or examination: _____

Date of test or examination: _____

Candidate's Signature: _____ Date: _____

IMPORTANT NOTES:

- Applications close within **60 days** of the sitting date of the test that a re-mark is requested for.
- Students who have passed the test or examination cannot request a re-mark for that test or examination.
- The re-mark fee is \$60.00 (incl. GST) per examination script requested.
- This fee is **NOT refundable**.

Payment by credit card, bank cheque or money order payable to 'VETASSESS' must accompany this completed form. Alternatively, cash payments may be made in person at VETASSESS.

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| Credit Card Details: Card No: _____ / _____ / _____ / _____ Expiry Date: ____ / ____ Amount: \$60.00 Card Validation Code: _____ (The last 3 digits of the number printed on the signature panel). Name of Cardholder:Signature: _____ |
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Re-mark

A candidate who has not passed a written examination is entitled to apply to have their examination script re-marked, unless the examination (or part thereof) is excluded from the process by the relevant external agency.

The application must be made on the VETASSESS *FM-SRT03 Re-mark Application* (see Appendix H) and must be received at VETASSESS **within 60 days** of the scheduled examination date, accompanied by the scheduled fee of \$60.00 (incl. GST).

The purpose of a re-mark is to confirm that no errors have been made in the assessment of the examination script.

The candidate will be advised of the outcome of the re-mark within 14 days of the receipt of the completed application at VETASSESS, depending on the availability of the marker.

A candidate who is not granted a pass following a re-mark of their examination script will be provided with a written report on their examination script. The report is not substantial, or detailed, and does **not** provide advice on the candidate's strengths and weaknesses. The re-mark result will only be sent to the RTO or relevant external agency if a change to the original result has been made.

Once a re-mark is completed, no further review is available.

Practical examinations (e.g. the Journeyman examination for Plumbing) **cannot** be re-marked and assessment sheets only are kept on record at VETASSESS.