

# FM-SRT04 –Second Marking 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 'Second Marking Procedure' on the back of this form. 'Second Marking' applies only to the examinations in the Certificate IV in Property (Real Estate Agency Practice) – 21252VIC.

## A separate form must be completed for each examination requested.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Candidate ID No: \_\_\_\_\_ Date of Birth:     /     /

Institute or Examination Centre: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Mark received: \_\_\_\_\_

Name of examination: (Place a tick (✓) in the box next to one examination only).

- |   |   |
|---|---|
| <input type="checkbox"/> PRDRE11A Provide property appraisal                | <input type="checkbox"/> PRDRE23A Maintain agency/client relationship |
| <input type="checkbox"/> PRDRE15A Undertake property sale by private treaty | <input type="checkbox"/> PRDRE26A Conduct property sale by auction    |
| <input type="checkbox"/> PRDRE16A Monitor sales process                     | <input type="checkbox"/> PRDRE28A Maintain trust account              |
| <input type="checkbox"/> PRDRE18A Lease property                            |   |
| <input type="checkbox"/> PRDRE19A Conduct property management services      |   |

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IMPORTANT NOTES:

- Applications close within **60 days** of the sitting date or re-mark application date of the examination that a 'Second Marking' is requested for.
- Students who have passed an examination cannot request a 'Second Marking' for that examination.
- Once a 'Second Marking' is completed, no further marking or review is available, including script inspection or re-mark.
- The fee for the 'Second Marking' is \$60.00 per examination script. 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.

#### 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:



## Second Marking

A candidate who does not pass a Certificate IV in Property (Real Estate Agency Practice) – 21525VIC written examination is entitled to apply to have all of their answers for the examination marked by another VETASSESS examiner.

The application must be made on the VETASSESS *FM-SRT04 Request for Second Marking Application* (see Appendix M) and must be received at VETASSESS **within 60 days** of the scheduled examination date or the date of the re-mark application, accompanied by the scheduled fee of \$60.00 (incl. GST).

The second marking is completed by the examiner with reference to the first marking scores.

The score awarded for each question by the second marker may be the same, higher or lower than scores awarded by the first marker.

Whenever there is a discrepancy between the first and second marker scores for a question, the average of the two markers' scores will be the final score for the question. In some cases, the average score for a question will be or will include a half-mark.

The final score for an examination following a second marking will be based on the total of all the average scores for all candidate answers. Where the final score includes a half mark as a result of the averaging process, the final score will be increased to the next highest mark and will be reported as a whole number.

The second marking result will only be sent to the RTO or relevant external agency if a change to the original result has been made.

Once a second marking is completed, no further marking or review is available, including script inspection and re-mark.

A candidate who passes an examination cannot request a second marking of that examination.

The second marking provides a score and final results only.