

# TE3 – Re-mark Application Form

TEX100/A

Application Number

(Office Use)



Send to:

Assessment Services  
VETASSESS  
GPO Box 2752  
MELBOURNE VIC 3001

This form is for candidate use. Before completing this application please read the information about the Re-mark Procedure reproduced on the back of this form. Note that certain tests, or examinations or parts thereof **cannot** be re-marked.

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

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

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

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

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

Candidate ID/ Student No: \_\_\_\_\_

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

Name of test or examination: \_\_\_\_\_

Date of test or examination: \_\_\_\_\_

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

**IMPORTANT NOTES:**

- Applications close within **sixty** days of the sitting of the test or examination for which a re-mark is permitted.
- Students who have passed a test or examination cannot request a re-mark for that test or examination.
- The re-mark is \$60.00 (incl. GST) per examination script requested. This fee is **NOT refundable**.
- Payment by credit card, bank cheque, money order payable to 'VETASSESS' must accompany this application form. Alternatively, cash payments may be made in person (or a nominee) at the office of VETASSESS.

**Credit Card Details:**

Card No: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Expiry Date: \_\_ / \_\_      Amount: \$60.00

Name of Cardholder: .....Signature: .....

## Re-mark Procedure

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 is to be made on a TEX100/A *Re-mark Application Form* available from VETASSESS and must be accompanied by the scheduled fee of \$60.00 (incl. GST) within 60 days following the scheduled examination date.

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 their *Re-mark Application Form* 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 candidate 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 (eg. the Journeyman for plumbing) **cannot** be re-marked and assessment sheets only are kept on record at VETASSESS.