

**Request for review of assessment (phase 1)**

1(2)

If you are dissatisfied with the assessment decision, i.e. you think your competence assessment has been misjudged or made on false grounds, you can submit a request for review of assessment. The request for review shall be made within 14 days of the date on which you were informed of the assessment decision. Remember to justify the request for review.

**The request for review of a grade must be addressed to the teacher who made the assessment decision and/or the working life assessor.**

1. Information about the student	Student's first and last name	
2. Information about education	Educational institution/branch <b>Perho Culinary, Tourism and Business College</b>	
	Qualification or training	
3. Assessment to be revised	Name of qualification unit	
	Date of the competence assessment	
	Who conducted the assessment (made the assessment decision)	
4. Reasons	Explain the basis on which you are requesting review of the assessment or raising the grade	
5. Signature	Place and date	Student's signature
6. Attachments	Documents to be attached to the evaluation decision	

**Distribution:**

Head of the field of vocational education and training / Director  
Education manager  
Study services  
The persons who made the assessment decision to be rectified

Processing of the review of assessment and notes on decision		
To be completed by the teacher and/or working life assessor	The assessment has been done correctly. There are no grounds to review the assessment, reasons:	
	The assessment has been rectified as follows:	
	The teacher who made the decision to review has recorded the information on the review in the student administration system	
	Date	The teacher who made the assessment decision
Date	The working life assessor who made the assessment decision	Signature
<p><b>Appeal</b></p> <p>The appeal shall be lodged within 14 days of the student being informed of this decision of reviewing the assessment. The appeal shall always be made in writing, either using the forms provided for it, or in a free-form application.</p> <p><b>Education aiming at a qualification</b></p> <p>If a student in a vocational upper secondary qualification, further vocational qualification or specialist vocational qualification is dissatisfied with this decision on reviewing of assessment, he or she may apply for rectification in writing from the working life committee in the branch. Copy of the decision must be appended to this request for rectification.</p> <p><a href="https://www.oph.fi/fi/koulutus-ja-tutkinnot/oikaisupynto-arvioinnin-tarkistamista-koskevaan-paatokseen-ammattillisessa">https://www.oph.fi/fi/koulutus-ja-tutkinnot/oikaisupynto-arvioinnin-tarkistamista-koskevaan-paatokseen-ammattillisessa</a></p>		