

**Assessment Appeal Form**

Information to the Applicant:

- I. Applicant must submit his/her request in writing and spell out the reasons for the appeal with the relevant documents within 1 week after the release of the assessment result. A non refundable administrative fee of \$30 will be charged.
- II. CPTC reserves the rights to proceed with a re-assessment if required.
- III. Submit the completed appeal form with any attachments to:

*Petrofac Training Pte Ltd*  
*Chemical Process Technology Centre*  
*81, Jurong Island Highway, Singapore 627837*  
*Tel: 68802000 Fax: 68967151 Email: cptc.singapore@petrofactraining.com*

- IV. CPTC will notify the applicant on the outcome of the appeal within 10 working days upon receipt of the completed appeal form and appeal fees.

Candidate's Information:

|                        |  |
|------------------------|--|
| Name                   |  |
| Address                |  |
| Company                |  |
| Contact Number         |  |
| Email address (if any) |  |

Description of Appeal:

|  |  |
|--|--|
| Course Title/<br>Competency Unit   |  |
| Date of Assessment   |  |
| Reason/s for the appeal  |  |
| <p>I certify that the information provided on, or with this form is true and correct.</p> <p>Candidate signature / Date:</p> |  |


**For Official Use only (To be completed by recipient of appeal form)**

Tick the boxes accordingly

Completed Appeal Form received

Appeal Fee received

Receipt Number:

Acknowledged by:

Name:

Designation:

Sign/Date:

**For Official Use only (To be completed by Assessor)**

Assessor review remarks:

Appeal Result (\*delete accordingly)

\*Successful/ Unsuccessful

If result is unsuccessful, subsequent appeal scheduled:

Date:

Name:

Designation:

Sign/Date:

Result acknowledged by candidate:

Name:

NRIC/Fin No:

Sign/Date: