



## Assessment Grade Appeal Application Form

Before an appeal, students should ask their teacher for detailed feedback about the reasons for the assessment decision. If the assessing was done by another teacher in the department, that teacher must be consulted. This Appeal Form must be completed and returned within 5 school days of the return of the assessment grade to the student.

### STEP 1: STUDENT COMPLETES THEN HAND TO PRINCIPALS' NOMINEE

<b>Name of Student</b>			<b>Year Level</b>	<b>Subject Code</b>	<b>Subject Teacher Code</b>
<b>Standard Number</b>	<b>NCEA Level</b>	<b>Credits</b>	<b>Standard Title</b>		<b>Grade Received</b>
<b>Reasons for Appeal: Please explain in box below or attach separate explanation</b>					
<b>Student Signature:</b>			<b>Date:</b>		
Yes -I have sighted Appeal form and explained why they received this grade:					
<b>Teacher Signature:</b>					

### STEP 2: PRINCIPALS NOMINEE COMPLETES AND THEN HANDS TO EXTERNAL MARKER OR HOD

<b>Appeal Granted</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Reason:</b> <div style="height: 40px;"></div>
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### STEP 3: EXTERNAL MARKER OR HEAD OF DEPARTMENT RE-MARK ASSESSMENT AND THEN HANDS TO PRINCIPALS' NOMINEE

Please tick	<b>EXTERNAL MARKER OR HEAD OF DEPARTMENTS RESULT:</b>
<input type="checkbox"/>	The grade awarded or decision by the teacher stands.
<input type="checkbox"/>	The decision or grade awarded has been changed to
<b>REASON FOR THIS DECISION:</b>	

### STEP 4: PRINCIPALS NOMINEE COMPLETES AND MEETS WITH STUDENT AND HOD

The reason for this decision has been explained to me and I accept the decision.	
<b>Student Signature:</b>	<b>Date:</b>
If the grade has changed, I will ensure all student work with similar criteria will be re-marked:	
<b>HOD Signature:</b>	<b>Date:</b>
<b>Final Grade Given to Student:</b> _____	
<b>Principals Nominee Signature:</b>	<b>Date:</b>

\* If the student disagrees with the decision, the student may appeal to the Deputy Principal (Curriculum) whose decision will be final.