



Appeal – Student Appeal Grade Procedures

Appeal of Grade Given

Good assessment practice reduces the volume of appeals

Students may appeal decisions regarding the outcomes of internal assessment. The appeals pathway is from students to their class teacher, to the Head of Department, and then to the Principal's Nominee.

The teacher will explain the criteria for each grade for an assessment when it is handed back to the student. If the student thinks that an assessment has been incorrectly graded, they can ask the teacher to reconsider.

The teacher will explain the result and consider any alterations if necessary. If another teacher did the marking, that teacher will be consulted.

If you are unhappy with the teacher's explanation, you may appeal this decision. Please follow the procedure below:

If an appeal results in any change to the application of the judgment criteria for the standard, the change needs to be applied to all student work/assessments regarding the standard appealed.

Students may also use the procedure below to appeal a ruling on a breach of authenticity or assessment rules.

Student / Teacher Appeals Procedure

Appeals form is at the back of this handbook, student handbook or can be obtained from the student Centre or the Principal's Nominee.

Appeals Procedure – up to 5 school days after work has been handed back

1. The teacher allows students to check that they agree with the results given. If a student thinks that work has been incorrectly assessed, they should approach their teacher and ask the teacher to reconsider.
2. The teacher should explain the result and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted by the student.
3. If student remains unhappy with the teacher's explanation, they may ask the (Head of Department) for a re-mark and decision, using an appeals form. This must be done **within five school days** of the work being handed back.
4. If the student disagrees with the Head of department's decision the student may ask the Principal's Nominee to consider the case. An appeals form must be completed. The Principal's Nominee may consult with the subject advisor, the Curriculum Leader (Head of Department) or any other person with subject and standard knowledge.