

SANCTA MARIA COLLEGE NCEA ASSESSMENT APPEALS APPLICATION FORM



Fill in the top section and hand into the Principal's Nominee within five school days of getting your assessment back

Name	Home Room Class:
Date of Application	
Subject	
Name of Teacher	
Standard number and title	
Grade Awarded:	<input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.
Teacher Signature to show discussion has been had between student and Teacher:	
Date of assessment returned to student	
Reason for appeal I would like the HOD / Principal's Nominee to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i> _____ _____ _____	

HOD or Other Moderator's Decision	
<input type="checkbox"/> The grade awarded or decision by the teacher stands. <input type="checkbox"/> The decision or grade awarded has been changed to _____	
<i>The reason for this decision has been explained to me and I accept the decision.</i>	
Student Signature: _____	Date: _____
HOD Signature: _____ (HOD)	Date: _____
Principal Nominee's Decision	
<input type="checkbox"/> Principal Nominee's Grade Decision _____ Principal Nominee's Comment: _____	
Signed: _____ (PN)	Date: _____