

Appeal Grade Guidelines

- Good assessment practice reduces the volume of appeals. Teachers and HOD's must review practices and assessment tasks annually to ensure appeals levels are low.
- Students have the right to appeal decisions regarding the outcomes of their internal assessment and the grade given. 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, the teacher who marked the assessment must be consulted.
- If the student remains unhappy with the teacher's explanation, the student may appeal this decision. Students must 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.

Section 53: Student & Teacher Appeal Grade Procedures

Appendix - Appeal Grade Form.....Go to the back of this booklet.

Students may appeal decisions regarding the outcomes of internal assessment. If you're unhappy with the teacher's explanation, you may appeal this decision. Please follow the procedure below:

If an appeal results in any change in Grade, the change judgement criteria 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.

Step by Step Student / Teacher Appeal Procedures

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

The teacher allows students to check that they agree with the results given by explaining 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.

1. If the student thinks that work has been incorrectly assessed, they should approach their teacher and ask the teacher to reconsider.
2. The teacher should explain why the student received this grade or make any necessary alterations. If the assessing was done by another teacher in the department, the marking teacher must be consulted by the student.
3. If the student disagrees with the Teachers decision the student may ask the Principal's Nominee to consider the case. An appeals form must be completed.
4. The Principal's Nominee may consult with the subject advisor, the Head of Department or any other person with subject and standard knowledge and will re-mark the assessment using the students work and writing the result with an explanation on the appeals form.

This must be done **within two school weeks** of the appeal being lodged.

5. Principals Nominee will meet or email the student with the unchanged or new result and explain the reason for this.
6. Student and Principals Nominee must sign Appeal form with result.
7. The decision can be appealed, and the same process will be completed by the Deputy Principal Yr11-13 using a different marker. DP's Decision is final.
8. If the Principal's Nominee was involved in the initial assessment the Deputy Principal Yr11-13 will nominate another staff member to carry out the investigation.
9. In extenuating circumstances the Principal's Nominee may, at their discretion, accept appeals after the 5-day appeal interval.