

ASSESSMENT APPEAL



If you feel your work has been unfairly assessed you can appeal the grade.

Before you begin this process;

Have you discussed your grade with your teacher and allowed them the opportunity to explain their judgements? YES / NO

Was this discussion initiated within five school days from the date the assessment was returned? YES / NO

If you answered YES to both of the above and still wish to appeal your grade, complete this form and submit it to Mrs. Peak within 5 school days of the discussion taking place with your teacher.

Application

Name: _____
Subject: _____ Level: _____ Internal Achievement Standard No: _____
Date Assessment being appealed was due / sat: _____
Level of Achievement awarded being appealed: _____
Reason(s) for Appeal:
Student signature: _____ Date: _____
Parent/guardian signature: _____ Date: _____

Mrs Peak and the Head of Department in consultation with the class teacher and at least one other appropriate teacher will review the judgement. In some instances an outside expert may be called on to verify a grade under appeal. A decision on the appeal will be made within 10 teaching days. This decision will be final.

Decision

Appeal Upheld	Appeal Denied
Action: _____ _____ _____	Action: _____ _____ _____

Mrs Peak Signature: _____ Date: _____

Head of Department Signature: _____ Date: _____

Student Signature: _____ Date: _____