

Assessment Appeal 2023

Make a copy of this form and rename it with “ your name Subject + NCEA level - Assessment Appeal 2023”



After completing this form it **must be shared with the Head of Department within 5 school days of the assessment being handed back to the student via google classroom or Turnitin.**

The student needs to complete Sections A and B. **Share this form to the Head of the Department via email (not just sharing the google doc)**

Section A - Completed by student

Name:		Date:	
Subject:		Level:	
		Achievement Standard number	
Date grade given to student:			
Grade being appealed (N, A, M, E):			

Section B - Completed by student

Reason for Appeal:
Using the criteria for N/A/M/E of the standard you need to clearly explain how you have shown evidence against the AS that the teacher has not considered while marking your work. Eg if you have been awarded an M and you think your work is an E identify in your work where you have evidence of E.

Section C - Completed by Head of Department following a discussion with the student

DO NOT MAKE A COPY OF THE STUDENT FORM

Date Form received from student:			
Name of HOD:		Date:	
Appeal result:	Appeal upheld / denied (Delete one) If appeal is upheld - what is the new grade? If appeal is denied - confirm the existing grade.		
Comment/ action:			

Section D - Completed by student after Head of Department decision

(Student writing name digitally is acceptable as a digital signature)

I accept / do not accept (Delete one) the decision of the HOD following our discussion			
Reason/ comment:			
Student signature:		Date:	

Student to email this form to Ms Fouhy, the Principal's Nominee AFTER sections A,B,C,D have been completed.

Section E - Completed by Principal's Nominee

Appeal result:	Appeal upheld/denied (Delete the appropriate word)		
Comment/ Action:			
PN signature:		Date:	

Ms Fouhy (PN) to email this form to Database Manager after consultation with the HOD if there is a change in the final grade.

Section F - Completed by Database Manager (ASO)

Database Manager signature:		Date:	
KAMAR updated <ul style="list-style-type: none">With gradeComment in markbook	Yes / No (Delete one) Yes / No (Delete one)		
Doc filed as PDF and stored in Digital Appeal Folder	Yes / No (Delete one)		