



**St John Paul II Catholic College
ASSESSMENT APPEAL FORM**

Indicate the Type of Appeal	
<input type="checkbox"/>	Review of Grade, result or rank
<input type="checkbox"/>	Denied application for Special Considerations
<input type="checkbox"/>	N Warning/Award

This form is to be submitted to an Assistant Principal

Fill out this form if you consider that your result in a formal assessment task or examination, ranking or allocation of an N Warning or Award is to be appealed. This form, along with any associated evidence must be lodged immediately following the issuing of the result, letter or Award. If your appeal is upheld, the action taken will be decided by a panel consisting of some or all the people listed: Principal, Assistant Principal, LoL-KLA etc. Appeals will be decided on a case-by-case basis.

Section A – To be completed by student

Student Name: _____ Homeroom: _____

Date	Task Appealed	Details of Appeal (what are you appealing?)

SECTION B – Evidence as basis for the Appeal

This section needs to be completed thoroughly. You should attach supporting documentation if required. It should include the following details.

In the case of N Warning/Award:

- The date of the N award
- A description of the basis of the appeal
- Supporting documentation

In the case of assessment ranking appeal:

- Results in specific task, including the ranking for each task
- A description of the basis for the appeal

In the case of assessment mark result appeal:

- Date task given and due date
- Results in the specific task, including the task and marking criteria if available
- A description of the basis for the appeal

Evidence for Appeal

(if this space is insufficient, please attach a separate sheet.)

Declaration

I/we declare that all information provided in this application is a true and accurate account of the circumstances.

Student signature: _____ Date: _____

Parent/carer signature: _____ Date: _____

School use only

Appeal outcome
 Upheld Panel member: _____ Signature: _____ Date: _____

Denied Reason: _____

Parents/carers notified of outcome in writing By whom: _____ (signature) Date: _____

Guidelines on Appeals

Students may lodge an application if they believe that a decision that affects their assessment result has been unjustified.

If the Appeal is successful, then marks will be reviewed and adjusted accordingly.

The right to submit an appeal and the responsibility for doing so rests with the student.

Lodging the Appeal

All appeal applications relating to formal assessments must be lodged with the Assistant Principal immediately after the decision on Special Considerations or the task/s in question has been returned.

Grounds for Appeal

Students may appeal the following decisions:

- i. Zero Mark/Penalty being Awarded;
- ii. 'N' Determination in particular courses;
- iii. HSC Assessment Ranking;
- iv. Principal's determination of unsatisfactory completion of course(s).

Evidence

In all cases St John Paul II Catholic College and NESAs require evidence that clearly identifies and justifies the reasons for the appeal.