

STUDENT ASSESSMENT APPEAL FORM



If a student believes that their result for an assessment is unfair, then they are entitled to appeal that result.

The Form below must be completed and signed **by the student within 48 hours (2 school days)** of receiving detailed feedback on the result from the subject teacher.

The student must send/give the completed Form to the relevant Head of College. The Head of College will review the assessment marking and determine the course of action. The course of action may include a remarking of the assessment, an adjustment of the result, or no change.

The Head of College will advise the student of the outcome within 48 hours (2 school days) of receiving the Appeal Form.

The Form is available on Blackboard.

If a student is unable to meet this timeframe for any reason, they must contact the Head of College to explain the circumstances.

Student Name: _____

Preferred Name: _____

ID No: _____

Subject: _____

Name of Assessment: _____

Date of Assessment: _____

Reason/s for Appeal:

[If you need to provide more explanation, please contact the Head of College within 2 school days to discuss.]

Head of College

Name _____ Signature _____ Date _____

Outcome of Appeal:

