

Appeal Procedure

Purpose:

Students are entitled to appeal against internal (school) decisions about assessment results, or other issues to do with assessment if they believe them to be incorrect or unfair. Information is provided for students about the appeals procedure in the student handbook and online.

Before assessments

- Students are reminded of their obligations to obey the school's assessment rules as set out in the internal assessment and authenticity policies^[1]
- Course outlines make clear the time limits for appeals (This will be within a period of **three school days** of receiving the decision)
- Teachers are open with students about the assessment processes
- Students receive written information, such as exemplars and assessment schedules, to make clear the criteria against which they are assessed
- Students develop skills and receive feedback on their progress before the summative assessments

After assessments

- Teachers review the assessed work with students and answer their questions to clarify assessment judgements. Students are asked to sign their acceptance of each assessment result.
- If, following an explanation and discussion with her teacher, a student does not agree with the result they are entitled to appeal it.

Procedure for appealing internal assessment results

- A student is entitled to appeal an assessment result if, following an explanation, they disagree with the judgement.
- The appeal application^[2] must be lodged with the Subject Teacher and copied to the Assistant Principal-Curriculum within three school days of the student receiving the assessment result.
- A review panel of Assistant Principal-Curriculum, Head of Subject and other relevant staff as required (including a subject expert from outside the school if necessary) considers the application for appeal.
- The decision is final and is signed by the Assistant Principal-Curriculum.
- If the appeal is successful, the student's results will be amended on the school and NZQA databases.

- The student is advised of the decision.
- A record is kept of the appeal and is filed by the Assistant Principal-Curriculum
- The appeal procedure is confidential to the student and staff concerned.

Procedure for Appealing a Decision about a Breach of Assessment Rules

- A student is entitled to appeal a decision about a breach of school assessment rules if, following an explanation, they disagree with the judgement.
- The appeal application^[3] must be lodged with the Assistant Principal-Curriculum within three school days of the student receiving the assessment result.
- A review panel of Assistant Principal-Curriculum, Head of Faculty and Dean considers the application for appeal.
- The review panel may allow or dismiss the appeal or vary the penalty.
- The decision is final and is signed by the Assistant Principal-Curriculum
- The student is advised of the decision.
- A record is kept of the appeal and filed by the Assistant Principal-Curriculum
- The appeal procedure is confidential to the student and staff concerned.

Evaluation of the Appeal Procedure

- The Assistant Principal-Curriculum will, annually, monitor the number and nature of the appeals lodged.
- Any concerns expressed by students or staff about the appeal process or decisions will be investigated in order to maintain the credibility of the school's quality assurance processes.
- The appeal documentation will be reviewed regularly by Heads of Faculty and Assistant Principal-Curriculum

Reviewed February 2023

^[1] See *School Policy for National Qualifications Framework (NQF) Internal Assessment, and the Authenticity Policy* on the Hub

^[2] See *Application to Appeal an Assessment Result* on the Hub

^[3] See *Application to Appeal a Decision About a Breach of Assessment Rules* on the Hub