

# Appeals

## *Appeals*

**If a student believes he/she or their work has not been fairly treated they have the right to appeal their grade/mark/standard. A student may also appeal if they feel unfairly treated due to the application of the missed and late assessment policies. A student can only appeal any assessment decision.**

In the first instance they should discuss the matter with their class teacher within 48 hours (ie two school days).

If dissatisfied, they should approach and discuss the matter with the course H.O.D./T.I.C within 5 school days of discussing it with the class teacher.

If still dissatisfied, they approach the Assessment Manager within another 5 school days to help resolve the issue. This is done using the assessment appeal form which students can collect from the PN or school website.

Students are to sign off their marked assessments when they are in agreement with the outcome.

The Assessment Manager should ensure that students, parents and teachers are aware of the existence of appeals process and how it operates.

H.O.D./T.I.C can outline the appeal process in their initial lesson given to the students at the start of the year.

The following information should be on an [Internal Coversheet](#):

- Clarify the criteria for reaching a grade/mark/standard before assessments are delivered.
- Discuss marking procedures with classes on the return of marked assessments and remind students about the Appeals process at the time.
- Provide opportunities for students to sign off their results to indicate they agree to the grade/mark/standard awarded.

## Missed Assessments and Lateness

### *Missed Assessments*

In the event of explained/approved absences, students may be required to complete the assessment opportunity.

- Students will be given the approval to complete the missed assessment at a time mutually convenient to the staff member and the student. This is done by students completing the Absence from assessment Form or Assignment Extension Form before the due date.
- Prolonged student absence from school (whether wilful or not) may result in withdrawal from a standard and negotiating a modified assessment programme.

In the event of unexpected prolonged absences the assessment opportunity needs to be negotiated with the student and teacher keeping in mind equity to other students and authenticity of the assessment task.

If a student has had an adequate opportunity to complete an assessment but fails to hand the work in, a Not Achieved grade must be awarded.

The Assessment Manager/PN will act as an adjudicator over issues concerning missed assessment, late work and requests for extension of time.

### *Lateness*

Assessment tasks should be handed in on the day set down by the assessor. If a student knows that he/she is going to hand an assessment task in late, he/she should discuss the matter with their class teacher at least 5 days before the due date. Students who fail to submit an assessment task by the due date will lose the automatic right to be assessed in that standard for the remainder of the calendar year. Students need to use the appropriate forms.

### *Disrupted Learning*

For students where the disruption to their learning is long term then teacher/dean/parents need to consider the students programme holistically to meet the needs of the student.

Reduction in credits for that year or alternative methods of gathering evidence to assess the standard including naturally occurring evidence.

Evidence could be written, digital, photographic, audio-visual, portfolio or via performing arts.

To aid this the assessor must be familiar with the requirements of the standard, benchmarks and exemplars.

Determine where in the learning process the assessor could gather evidence and have a tracking system in place.

The assessor can discuss with the student the way the student can provide the evidence.