

## Review or Appeal of Assessment Task Marks, Grades, Penalties or Ranks

If at any time a student believes they have been unfairly treated with respect to the awarding of marks or penalties in a course of study, they have the right to appeal that mark. The appeal must be made, in writing to the Assistant Principal – Curriculum or Leader of Curriculum (or delegate), within five school days from when the student received the mark, grade, penalty or rank. The letter should outline the following:

- the name of the student;
- the course of study being undertaken;
- the original grade or mark awarded for the task; and
- a clear explanation of the grounds for appeal with attached evidence (the assessment item if possible).

When an appeal against the award of an assessment mark or penalty has been received the Assistant Principal - Curriculum will:

- inform the class teacher and the Leader of Learning that an appeal has been received;
- refer the appeal to the Assessment Appeals Committee which includes an Assistant Principal – Pastoral Care, the Leader of Curriculum/Assistant Principal- Curriculum and a Leader of Learning not involved in the marking or implementation of the penalty;
- instruct the committee to review all evidence in relation to the appeal, which may include interviews with the student, parent and teacher(s) involved;
- advise the committee to follow guidelines as set down by NESAs for the conduct and completion of a School Review;
- form a recommendation from the committee based on the evidence provided;
- endeavour to inform the student and parent of the decision in writing, within 10 school days of receiving the appeal; and
- keep copies of all appeal forms, and other documentation at the school.

The appeal will be examined by the Assessment Appeals Committee. This committee's decision will be final except in the case of the final HSC rank which after determination by the school's appeals committee an appeal may be lodged with NESAs. For further information please refer to <https://ace.nesa.nsw.edu.au/ace-11013>