



APPEALS: Procedures To Review Assessment, Grades And Scores

Related documents

The following procedures are governed by the BSSS [Policy and Procedures Manual](#) and this document should be read in conjunction with the BSSS publication, [Your Rights to Appeal](#), the current student diary and any relevant Unit Outlines and assessment items.

Purpose

The purpose of this document is to provide information to students, parents and staff about the right of appeal and the procedures involved both at school and for matters referred to the Board of Senior Secondary Studies. The appeal process serves to ensure that decisions made in relation to assessment are valid and the procedures applied are those published and are correct.

Procedures for Appeals about School Based Assessment

1. Initially a student should seek a review of a result from an assessment task, a unit score or grade from the relevant teacher within 5 working days of the result being published. In Term 4, a Year 12 student should lodge an appeal within 2 working days.
2. At the end of Term 4 if a Year 12 student wishes to appeal against a course score it should be lodged within 1 working day of the result being published.
3. A student who is dissatisfied with this review should then seek a review by the relevant Executive Teacher. If the faculty Executive Teacher is also the teacher then the Deputy Principal will mediate the process of review.
4. If this second review stage does not resolve the issue then the student may begin an official appeal process.
5. The student must lodge an appeal in writing to the Deputy Principal. The written appeal must include
 - the student's name and ID,
 - the specific course and unit being appealed,
 - the specific remedy being sought for each matter of appeal, and
 - a statement setting out and supporting the matters of appeal (Further evidence may be made available to the College Appeal Committee).

Please note there are three possible outcomes from a formal College Appeal; the score/grade may go up; it may remain unchanged; or it may go down.

6. A meeting with the College Appeal Committee will be scheduled within 7 days. The College Appeal Committee will consist of the Principal (or a delegate), a teacher from the college and an experienced educator nominated by the Board of Senior Secondary Studies from outside the college. If attendance before the Appeals Committee is required by either the committee or the student, the student may be accompanied by a friend, parent or any other person.
7. The Deputy Principal will ensure that both the student and teacher/faculty head have access to all evidence being considered by the Appeal Committee. All parties will be able to make a statement to the Committee however they will not be able cross examine each other. All parties may seek clarification through the Committee chair and the appellant will be given the opportunity to make a final statement.





8. Once the Appeal Committee has reached a decision the Deputy Principal will communicate the outcome in writing to the student and forward a copy to the Principal. The written decision will be finalised within 28 days of the appeal being lodged, except in Term 4 where it will be completed by the day prior to the final date for appeals to the Board.
9. All records will be filed centrally by the Deputy Principal and the Deputy Principal will notify the Board in writing of the outcome of the appeal.
10. Should the outcome of the appeal result in alteration of other students' results, these students will be informed by the Campus Head and any further appeals related to the changes, must be lodged within 24 hours of notification.

Procedures for Appeals to the Board of Senior Secondary Studies

An appeal can be made to the Board if it relates to the fairness and application of published assessment procedures and appeal procedures. Only in exceptional circumstances will the Board accept an appeal which has not first been heard by the College.

If a student wishes to appeal against the College's procedures s/he must:

1. Seek a review by the Board within 7 days of the date of the written decision of the College Appeals Committee. In Term 4 the appeal to the Board must be made by the date published annually by the Board.
2. Applications must be made in writing to the Executive Officer of the Board. The written appeal must include:
 - student's name and College,
 - a statement that the College has conducted an appeal and the outcome or in the event of no College appeal, information about the exceptional circumstances,
 - a statement setting out the details for each ground for appeal,
 - the procedures used to calculate the mark, grade, unit or course score that allegedly have not been followed or have been applied unfairly or incorrectly and/or,
 - the published College assessment appeal procedures that have allegedly not been followed or have been applied unfairly or incorrectly or are unreasonable,
 - the remedy being sought,
 - a statement supporting the appeal.
3. The Executive Officer will determine if an appeal is valid and inform the College and the student. Details of the Board appeal procedures can be found in the [Policy and Procedures Manual](#) or in the Board Publication, [Your Rights to Appeal](#), which is distributed by the College to all students.

