

APPENDIX A APPEALS FORM



SCOTS COLLEGE

Assessment Appeal Application Form

Fill in the top section, attach an appropriate letter or other relevant information and hand in to the Deputy Headmaster, Mr Bertram

Name:		House :
Date of Application:		
Subject:		
Name of Teacher:		
Standard number and title/Assessment description:		
Type of assessment (<i>practical, assignment, test, etc</i>):		
Date of assessment or due date:		
Circle to indicate the assessment decision that you are appealing:		
1. The Grade	2. Missed/late assessment	3. Further assessment
4. A Breach of the rules (eg. misconduct, cheating, plagiarism)	5. Other _____	
Explain why you think the incorrect assessment decision has been made:		
What do you think is the correct assessment decision? (please state or attach any evidence that you have to support this)		
Decision of person investigating (notes attached if necessary):		
Signed _____		Date: _____

Office use only:

Outcome communicated to student by _____

Outcome communicated to other parties (please name) _____

By _____ Date _____