

**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 an Assistant Principal, Mr West or Mr White

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

**Office use only:**

Outcome communicated to student by \_\_\_\_\_

Outcome communicated to other parties (please name) \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_