



BARADINE CENTRAL SCHOOL

PO Box 42,
Baradine NSW 2396
Principal: C Clarke

Tel: (02) 6843 1805
(02) 6843 1953
Fax: (02) 6843 1751

Assessment Appeal Application Form

Please read the information provided on page two before completing this form.

Name: _____

Year: _____

Subject: _____

Task Number: _____

Task Name: _____

Original Due Date: _____

Mark Received: _____

Appeal Lodgement Date: _____

Grounds for appeal and statement in support of these grounds (see page 2 for details of what are considered valid grounds for appeal and ensure any appropriate documentation is attached):

Sudden illness/misadventure

Grade awarded

Unfair bias

Student Declaration and Signature *NOTE: Your appeal will not be considered unless you have ticked all the points below:*

I have read and understood the Important Information section on page 2 of this form and request my assessment to be remarked as indicated.

In lodging this assessment appeal, I confirm that I have followed the Assessment Appeals process, as outlined in the appropriate Baradine Central School assessment policy.

I confirm that I have approached my Course Teacher directly in an attempt to resolve this issue.

I verify that this assessment appeal is being lodged within 7 days of the marked task being returned by the course teacher

I understand that the regraded mark resulting from this appeal will be reflected on my student record as my result for this assessment.

I confirm that I have provided the original marked assessment and an identical clean copy in order to have it re-marked.

I declare that the information I have given on this application is correct. I hereby apply for the above assessment appeal to be processed.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____



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Lodging an appeal

Each student has the right to appeal against an assessment decision. The student is the only person who can lodge an appeal. In the case of an assessment appeal, the student must approach the unit Academic Teacher directly and every attempt should be made to resolve the issue at this level.

Valid grounds for an appeal

- Grade not based on assessment marking criteria, as specified in the ACAP assessment outline
- Unfair grade based on stated criteria and quality of work
- Obvious bias affecting the assessment result (NB: This must be supported by specific instances)
- Sudden illness or misadventure that leads to missed tasks or poor performance during class tests, examinations or presentations

No other grounds will be accepted as valid, such as:

- The objectives of the unit
- The standard required to receive particular grades in the unit
- Study overload
- Personal and medical problems (which should normally be dealt with by an extension requests)
- Financial implications of not passing the unit
- Grades received by other students in the course
- The amount of work the student has done
- A penalty imposed for plagiarism in accordance with Baradine Central School's policies
- General grievances
- The need for additional marks to enable a pass or higher grade

Time-frame lodging for an appeal

Appeals must be lodged by students within 7 days from the day the marked task was returned to the student. All appeals must be submitted in writing (i.e. completion of the Assessment Appeals Form).

Appeal outcome

When an assessment is graded by the course teacher or another academic teacher, the regraded mark stands. This mark will be recorded as the mark received for the appealed assessment. If a student is dissatisfied with the appeal decision, they may lodge further appeal to the Principal who will give clarification and direction on the succeeding processes.