



STUDENT APPEAL PROCESS - ASSESSMENT

INFORMATION

If any assessment task is missed, is overdue or late or any other anomaly arises, the Illness/ Misadventure/ Application for Extension Appeal Process MUST be followed. Any student in these circumstances receives a ZERO mark until proven otherwise. Any decision made outside of this process is invalid. If you cannot attend school on the day of an assessment task to submit it or perform the task in person because of a 'valid' reason (illness or misadventure) you must do the following:

- 1. Collect an Illness/Misadventure Appeal form** from the Head Teacher of the subject/ course where you missed the task before school on the morning you return to school. Any student in these circumstances receives a ZERO mark until proven otherwise. **YOU HAVE ONE WEEK FROM THE DUE DATE OF THE TASK TO LODGE AN APPEAL.**
- 2. Complete the Illness/ Misadventure Appeal form**, outlining your reasons and adding all documentation or evidence from a health professional or another relevant person eg. counsellor or police officer. (In the case of illness, health professionals should describe the student's symptoms and describe how these symptoms could prevent the student's attendance at school to complete/submit an assessment task). A parent signature must be on each form before it is processed.
- 3. Give the completed Illness/ Misadventure Appeal form to the relevant Head Teacher before school on the next day after your parents have signed it.** Discuss with the Head Teacher when you will do the task missed or a substitute task. You must be prepared to do the task or a substitute task on the day you return or at a time arranged by the Head Teacher. **Return to school when you are best ready to perform well on such tasks as actual performance is the only valid measure – not potential performance ability.** The result of your efforts on this task will depend on the success of your appeal. If it is not successful, a zero mark stands.
- 4. The Head Teacher makes a written recommendation and transfers the completed Illness/ Misadventure form to the relevant Deputy Principal.** He/she signs a medical certificate, ticks it on the form and the student submits it to the Front Office/ rolls.
- 5. The relevant Deputy Principal and Year Adviser meet** to discuss all appeals, liaising with Head Teachers where need be.
- 6. Head Teachers will be notified of the decision by Deputy Principals. Students will be notified of the result of their appeal by the Head Teacher/ Classroom Teacher.**
- 7. In the case of an unsuccessful appeal, the Classroom Teacher will notify the parents in writing (through an official Board of Studies letter) of the zero mark. If successful, the completed assessment task will be marked as usual and the mark will stand.**

Remember that if you do not complete or submit an assessment task on the due date and your appeal is unsuccessful, you will receive zero marks for the task and you will be seen as not satisfying the course completion criteria for the value and nature of that assessment task.

NO APPEAL FORM = ZERO MARKS. The task must still be completed to account for course outcomes.

If you fail to complete tasks which contribute 50% or more of the available marks you will receive a 'N' award for that course and the course will not appear on your Record Achievement or count towards your HSC. This may make you ineligible for the achievement of either or both testamurs.

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