



Application to Appeal a Decision about a Breach of Assessment Rules

This form is to be completed by a student appealing a decision about a breach of the school's assessment rules such as an authenticity issue, or some other form of assessment misconduct¹.

If, following the explanation about the decision reached, the student still does not agree with the judgement, she should complete this **Application for an Appeal** sheet within **THREE school** days of receiving the decision.

Student name: _____ **Tutor group:** _____

Decision being appealed (issue of authenticity, misconduct or other breach of assessment rules)
(describe what happened, the action taken and by whom)

Reason for Appeal: _____

Signature of student: _____ **Date:** _____

Appeal process²

The appeal application is submitted to the Deputy Principal-Curriculum. A review panel considers the appeal in accordance with school policy. A decision is reached which shall be final. This will be conveyed to the student. The result is entered in the student's records and filed by the Deputy Principal-Curriculum.

Result:

Reason: _____

Signed: _____ **Date:** _____
(Deputy Principal-Curriculum)

¹ See also: *School policy for NQF Internal Assessment, Authenticity Policy*

² See also: *Appeal Procedure* on the Hub