



Rangi Ruru  
Girls' School

## Application to Appeal an Assessment Result

This form is to be completed by a student appealing against an internal (school) assessment result.

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

Student name: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Standard Number: \_\_\_\_\_ Title of Assessment: \_\_\_\_\_

Date of return of assessment: \_\_\_\_\_

Name of subject teacher who carried out the assessment: \_\_\_\_\_

Head of the subject (if different from above): \_\_\_\_\_

### Reason for the Appeal

It is suggested that you look at the assessment criteria for the task, and explain how your work meets the criteria of a higher grade. You may write on the back of this form if necessary.

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Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

### Appeal process<sup>1</sup>

The assessed work is submitted, together with the appeal application 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 and the result entered in the student's records.

Date application received: \_\_\_\_\_

Decision (appeal allowed or disallowed with explanation):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Deputy Principal - Curriculum / Head of Subject)

<sup>1</sup> See also: *Appeal Procedure* on the Hub