



Villa Maria College
T E W H A R E O M E R I
L E A R N T O P R I Z E W H A T I S O F V A L U E

Appeal for Reconsideration

Appeal of Grade Processⁱ

If you would like to appeal a grade awarded for a task/assignment or to query an assessment decision (e.g. authenticity, breach of assessment condition investigation), within TWO days of receiving the grade you should

1. In the case of a contested awarded grade approach your teacher to discuss your grade. Your teacher will explain the decision and refer you to exemplars as an indication of the grade awarded.
2. In the case of an Authenticity or Breach of Assessment, or once you have spoken to your class teacher and you would still like to contest your grade, you should inform Ms Kirk, Assistant Principal Curriculum.
3. You need to complete all the details on this form and give it to Ms Kirk, A.P. Curriculum
4. The form will be presented to the Head of Faculty, who will have another person mark the assessment and report back to you.
5. This form will be stored with your work.

Student Name:

Subject:

Class Teacher:

Standard and Title (please provide the official number e.g. 90052 English 1.1 version4):

Date the assessment was due:

Original Grade awarded (please circle): Not Achieved Achieved Merit Excellence

Particular information you wish to have considered in making this application (you are encouraged to refer to the standard, the standards conditions and exemplars you have been given in class):

Have you attached the assessment task, your work and the marking sheet (please circle): Yes No

Head of Faculty comment:

Final grade awarded: Not Achieved Achieved Merit Excellence

Head of Faculty signature:

Date:

ⁱ For detailed information on the Appeal process please refer to the Student Assessment Guideline. Students have been given a copy of this and it is available on the Villa Maria College website