

# Application to request a final Course Grade review

## Concern about an individual assessment result

If you have a concern about an individual assessment result you should first discuss the concern your class teacher when going through the task with the associate dmarking key, and then following up with the Head of Department if you still need clarification.

If you believe the issue has not been resolved, you should discuss the concern with the Associate Principal – Senior School.

## Concern about a final Course grade and/or school mark

If you believe that your grade and/or school mark is incorrect, you should first discuss the concern your class teacher and the Head of Department. If you believe the issue has not been resolved, you may then make a request, in writing, to the Principal for a review of the result.

A review can determine if:

- the assessment outline implemented conforms/ conformed with the syllabus requirements.
- the assessment policy implemented conforms/ conformed with the Authority guidelines.
- the school's assessment procedures conform/ conformed with its assessment policy.
- there were any procedural errors in allocation of the school grade or computational errors in the determination of the school mark.

A teacher's judgement about a student's achievement (i.e. the mark) on an individual assessment task is not subject to review and the school is not required to re-mark your work.

*If, after an assessment review has been completed by the school, you still believe that your grade and/or school mark is incorrect, then you can lodge an appeal with the Authority on a form available from the Authority website.*

This form is for use by Year 11 and Year 12 students who:

- have a belief that their school mark and/or grade has **not** been determined in accordance with School Curriculum and Standards Authority (the Authority) procedures, and
- have discussed their concern with the class teacher, as well as the Head of Department and
- believe their concern has not been resolved.

**Appendix E - Application to request a grade review.**

Requests to review a final course grade must be made prior to the end of the School Year.

Student name	
Course grade requested to review	

Have you spoken with the class teacher and Head of Department before submitting this application?

Yes

No

(If No, please speak to the teacher and HoD before submitting this request.)  
What was the outcome?

**Reason for formal grade review request:**

- the **assessment outline** does not conform to the syllabus requirements.
- the assessment procedures used do not conform with the College's **senior secondary assessment policy**.
- procedural errors** have occurred in the determination of the course mark and/or grade.
- computational errors** have occurred in the determination of the course mark.

As the parent of the above-mentioned student, I request for my child's final course grade to be reviewed.

Signature of applicant/s: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Grade Review conducted: Yes  No

If No – Reason:

If Yes – outcome of review

Principal: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_