

Assessment Form 2: Appeal an Assessment Grade or Decision



Consider this process only after having a conversation with your Learning Leader and the NZ Curriculum Area Leader for the standard. If the issue is still not resolved complete section A and hand the form to Mr A Caine, Principal's Nominee.

Section A – to be completed by Learner	
Name	
Standard number	
Class code	
Reason for the appeal	<p><input type="checkbox"/> I want to appeal the grade I have been awarded for an assessment</p> <p><input type="checkbox"/> I want to appeal a decision about an assessment</p> <p><input type="checkbox"/> Other (specify)</p>
Explanation of the reason given above Give a full explanation of the reason that you have ticked above. If you have any supporting evidence please attach it to this form.	

When section A is complete hand this form to Mr A Caine, Principal's Nominee

Section B – to be completed by the PN

Summary of actions taken and outcomes	
Final decision by PN	
Sign off Final decision explained and understood by all	Learner:
	Learning Leader:
	NZC Leader:
	PN:
	Date:
Check list to finish process	If appeal for change of grade is successful: Grade is changed on Learner's submitted evidence Grade is changed in KAMAR In all cases: Completed form is retained by PN