



Student Appeal against School Assessment Application

Important Information

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

- have evidence that their school mark and/or grade has **not** been determined in accordance with School Curriculum and Standards Authority procedures, **and**
- have formally requested that their school conduct an assessment review, **and**
- believe this review has not resolved their concerns.

The School Curriculum and Standards Authority (the Authority) will only consider an appeal against a student's school assessment when the applicant has grounds for believing that one or more of the following has occurred.

1. The school's assessment outline does not conform to syllabus requirements:
 - does not use the correct assessment types specified by the current syllabus
 - does not use assessment task weightings that conform to the assessment table in the current syllabus
 - assessment tasks are not consistent with the description of those tasks in the assessment outline
 - assessment tasks are assessing content that is not included in the current syllabus.
2. The school's Senior Secondary assessment policy does not conform to Authority guidelines: refer to section 2.3.1 of the *WACE Manual 2022* <https://scsa.wa.edu.au/publications/wace-manual>.
3. The school's assessment procedures do not conform to its assessment policy.
4. There are procedural errors in allocation of the school grade or computational errors in the determination of the school mark.

All sections of this form must be completed.

Section A of this form is completed by the school and **Section B** is completed by the student (or a parent/guardian/carer acting on behalf of the student).

Applications will not be considered unless the student has requested an assessment review from the school and has attached a copy of the school's response to this form.

If you are having difficulties in completing this form please contact 9273 6367.

FEE

A fee of \$27.00 for each unit is payable and must accompany this application. The fee is GST exempt. Payment methods are provided on the last page of this form.

CLOSING DATE

This appeal form and the required fee must be received at the School Curriculum and Standards Authority by:

Friday, 28 October 2022 for course units studied in Year 12 in 2022

Thursday, 15 December 2022 for course units studied in Year 11 in 2022.

SECTION A – to be completed by the school

Please indicate the date at which the school provided a response to the student's assessment review request.

Signature of principal or representative

SECTION B – to be completed by the student (or a parent/guardian/carer)

Family name

First given name

Western Australian student number

(✓) Year 11

(✓) Year 12

Address

School

Email

Course units for which an appeal is requested (e.g. ATENG or A1 and A2 ENG).

Please indicate the date you requested an assessment review by the school.

(✓) A copy of the school's response to the assessment review is attached.

Please indicate (✓) which of the following you believe to have occurred:

the school's assessment outline does not conform to syllabus requirements

the school's assessment policy does not conform to Authority guidelines

the school's assessment procedures do not conform to its assessment policy

there are procedural errors in allocation of the school grade or computational errors in the determination of the school mark.

Signature of student or parent/guardian/carer

Date

The completed form must be returned to the Assistant Executive Director, Examinations, Certification and Testing along with payment (details are listed on last page of form).

Return to: Assistant Executive Director
Examinations, Certification and Testing
School Curriculum and Standards Authority

Postal Address PO Box 816, Cannington WA 6987

Email ECT.execadmin@scsa.wa.edu.au

School Curriculum and Standards Authority Process

Student appeals against their school assessment follow these steps:

1. Students are informed in writing of the criteria for appeals and the closing date through the *Year 12 Information Handbook Part I* and *Part II* published by the School Curriculum and Standards Authority (the Authority). The student (or a parent/guardian/carer acting on behalf of the student) must first request, in writing, that the school conducts a review of school assessment. When a school receives a written request from a student (or a parent/guardian/carer acting on behalf of the student) to review their school assessment, the school must follow the procedures outlined in its senior secondary assessment policy.
2. The school must provide the results of this review to the students (or parent/guardian/carer acting on behalf of the student) within one calendar week of receiving the review request.
3. If the concerns are unresolved by this review at the school level, then the student (or parent/guardian/carer acting on behalf of the student) may complete and submit the appeal form to the Authority by the published deadline. Details of the request for review of assessment submitted to the school and the nature of applicant's concerns must be included as well as a copy of the school's written response to the applicant's concerns.
4. Authority officers investigate the appeal. The investigating officers are responsible for ensuring independent consideration of the school's assessment and moderation processes and the implementation of procedural fairness. The investigation involves the gathering of further evidence relevant to the appeal from both the student (or a parent/guardian/carer acting on behalf of the student) and the school. This typically involves meeting with both parties, conducting interviews and providing an opportunity for each party to comment on the perspectives and issues raised by the other. Parents/guardians/carers may take an advocate/support person to the interview.
5. The investigating officers document the interviews and prepare a report containing all evidence gathered.
6. The Student Appeal against Assessment Committee meets to consider the appeal and the report. The committee comprises two members from parents' representative organisations, three school principals, representing both the government and non-government sectors, and a member of the Authority's Executive. The Authority officers involved in the investigation may be invited to attend the meeting to provide information and clarification, as required.
7. A record of the decision and justification is prepared and confirmed by all members of the committee.
8. Once the process has been finalised, the Assistant Executive Director – Examinations, Certification and Testing prepares and signs the covering letter and attached record of the decision and justification. This information is provided to each of the parties involved in the appeal.
9. If the student appeal is upheld, the Authority's Assistant Executive Director – Examinations, Certification and Testing advises the school of the actions required in accordance with the committee's decision.

Student appeal against school assessment – 2022

The completed form must be returned to the Authority with payment no later than **28 October 2022** for course units studied in Year 12 in 2021 and **15 December 2022** for course units studied in Year 11 in 2022.

Amount payable in Australian Dollars: \$27.00 per unit (GST exempt).

Payment method (Note: Payment in cash is not accepted)

1. CREDIT CARD (MasterCard/VISA only)

Use this link to pay by credit card: <https://www.bpoint.com.au/pay/scsa.eforms/60262058271>



Bill Code: 1311406

Ref: Please enter your eight digit SCSA student number.

Note: Print and attach the receipt generated after payment has been approved.

2. TELEPHONE AND INTERNET BANKING

Log into your online banking portal or contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More information: www.bpay.com.au



©Registered to BPA Pty Ltd ABN 69 079 137 518

A copy of the BPay receipt must be attached to your completed application as proof of payment.

3. EFTPOS IN PERSON – SCHOOL CURRICULUM AND STANDARDS OFFICE

Level 2 Reception – 303 Sevenoaks Street, Cannington WA 6107

Government building opposite the Cannington Train Station, parking on Grose Ave.

4. MONEY ORDER

Personal cheques and bank drafts in foreign currency are not accepted. Money orders must be in Australian dollars and made out to 'School Curriculum and Standards Authority'. Available from Australia Post outlets.

Submission of application once payment has been made to:

Email: ECT.execadmin@scsa.wa.edu.au

Post:

Attention: Assistant Executive Director
Examinations, Certification and Testing
School Curriculum and Standards Authority
PO Box 816, Cannington WA 6987

OR in person:

(between 8.00 am and 4.00 pm weekdays) at:

Level 2, 303 Sevenoaks Street
Cannington WA 6107
Opposite Cannington Train Station
Parking on Grose Ave