



## Student appeal against school assessment

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 the school conduct an assessment review, and this review has not resolved the student's concerns.

The School Curriculum and Standards Authority will only consider a student appeal against their school assessment when the applicant has grounds for believing that one or more of the following has occurred:

- the school's assessment outline does not conform with syllabus requirements
- the school's assessment policy does not conform with Authority guidelines
- the school's assessment procedures do not conform with its assessment policy
- there are procedural or computational errors in the determination of the school mark and/or grade.

### 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 on behalf of the student).

**A fee of \$34.00 for a pair of Year 11 or Year 12 units or \$26.00 for a single Year 11 unit is payable and must accompany this application. All fees are GST inclusive. Payment details are indicated on the last page of this form.**

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.

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

**Friday, 2 November 2018** for course units studied in Year 12 in 2018

**Tuesday, 4 December 2018** for course units studied in Year 11 in 2018.

### 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)**

Surname  First given name

Student number

Address

School

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 with syllabus requirements

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

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

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

Signature of student or parent/guardian

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

**Street address:** 303 Sevenoaks Street CANNINGTON WA 6107

**CLOSING DATES:** **2 November 2018** for course units studied in Year 12  
**4 December 2018** for course units studied in Year 11

## STUDENT APPEAL AGAINST SCHOOL ASSESSMENT

### 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* and the *Activities Schedule* published by the School Curriculum and Standards Authority.
2. The student (or a parent/guardian acting on behalf of the student) must first request, in writing, that the school conducts a review of school assessment. If the concerns are unresolved at the school level then the student may complete and submit the appeal form to the Authority by the published deadline. Details of the request for review of assessment through the school and the nature of their concerns must be included.
3. 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 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.
4. The investigating officers document the interviews and prepare a report referring to and attaching any further evidence gathered.
5. The Authority Appeals Committee meets to consider the appeal and the report. The committee comprises two parent representatives and three school principals, representing both the government and non-government sectors. A member of the Authority staff chairs the committee. The Authority officers involved in the investigation may be invited to attend the meeting to provide information and clarification, as required.
6. The chair of the committee prepares a record of the decision and justification.
7. Once convinced that the process has been implemented fairly, the Assistant Executive Director, Examinations, Certification and Testing signs the covering letter and attached record of the decision and justification. This information is mailed to each of the parties involved in the appeal.
8. If the student appeal is upheld, the Authority's Assistant Executive Director, Examinations, Certification and Testing advises the school to amend the database of student results in accordance with the committee's decision.

## Student appeal against school assessment – 2018

The completed form must be returned to the Authority with payment no later than *2 November 2018* for course units studied in Year 12 in 2018 and *4 December 2018* for course units studied in Year 11 in 2018.

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|-------------------------------------|--|
| Amount payable in Australian Dollar | \$34.00 (GST inclusive) for a pair of Year 11 or Year 12 units.<br><b>or</b><br>\$26.00 for a single Year 11 unit. |
|-------------------------------------|--|

### Payment Method



**Bill**er Code: 758003

**Ref:** Please enter WA student number

**If paying by BPAY please complete the following:**

Date of Payment: \_\_\_\_\_

BPAY receipt number: \_\_\_\_\_

Telephone & Internet Banking – BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account.  
 More info: [www.bpay.com.au](http://www.bpay.com.au)

#### **CREDIT CARD: MasterCard / VISA**

Please use this link to pay by credit card

<https://www.bpoint.com.au/pay/scsa.eforms/60262058271>

**(Please print and attach the receipt generated from this link after payment has been approved.)**

**MAIL:** Money order in Australian Dollars. The Authority does not accept personal cheques and bank drafts in foreign currency.

**CASH:** In person, at the Authority's office, between 8.00 am and 4.00 pm on weekdays.