



# St Joseph's Catholic College Aberdeen

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## Appeals Application Form

**NOTE:** This form should be **handed** to your **Subject Teacher** or relevant **Leader of Learning (LOL)**.

**DO NOT LEAVE THIS FORM AT STUDENT SERVICES**

Forms not fully completed may not be considered.

<b>Name:</b>		<b>Admin:</b>	
<b>Subject:</b>		<b>Teacher:</b>	
<b>Task No.</b>		<b>Weighting:</b>	
<b>Task Type:</b>		<b>Due Date:</b>	
		<b>LOL:</b>	

Task Description			
<input type="checkbox"/>	Test/Examination	<input type="checkbox"/>	Major Project
<input type="checkbox"/>	Oral	<input type="checkbox"/>	Video
<input type="checkbox"/>	Hand in task	<input type="checkbox"/>	Field work
<input type="checkbox"/>	Performance	<input type="checkbox"/>	Other:

Reason for Appeal – to be completed by the student			
I have attached relevant supporting evidence:			
<input type="checkbox"/>	Medical Certificate	<input type="checkbox"/>	Legal Documents
<input type="checkbox"/>	Letter from Guardian	<input type="checkbox"/>	Other
<b>Student Signature:</b>		<b>Guardian Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

Office Use Only: Leader of Learning's recommendation	
Action Taken:	
Comment:	
<b>Leader of Learning's signature:</b>	<b>Date:</b>

Note: Actions and recommendations should be logged on Compass Chronicle for record keeping purposes

Office Use Only: Assessment Committee's recommendation	
Comment:	
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>

## Procedure for Requesting an Appeal

**Students may appeal against decisions concerning aspects of an assessment on a number of bases. These may be summarised as follows:**

1. Student appeals against an assessment ranking due to exceptional circumstances
2. Student appeals against a zero mark awarded for late or non-submission
3. Student appeals against 'N' determinations for non-completion of particular courses

Procedure:

**STEP 1:** After the submission or completion of an assessment task in which the student feels an appeal is warranted.

**STEP 2:** Download from the Compass School Documentation a copy of the Appeals Application form, complete the relevant sections, attaching all supporting evidence.

**STEP 3:** Submit the completed form to the relevant Teacher or Leader of Learning.

**STEP 4:** Applications will be considered by the Assessment Committee.

**STEP 5:** The decision of the Assessment Committee to accept or reject the application will be communicated to the student in writing, with alternate arrangements if required.

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