



# St Joseph's Catholic College Aberdeen

Segenhoe Street Aberdeen NSW 2336, Phone (02) 65437444

Email: [admin@aberdeen.catholic.edu.au](mailto:admin@aberdeen.catholic.edu.au), [www.aberdeen.catholic.edu.au](http://www.aberdeen.catholic.edu.au)

## School-Based Assessment Appeal Form

*Forms not fully completed may not be considered.*

*Please return this form to the Executive Assistant, in the front office. It must be stamped, signed and dated by administration staff.*

<b>Name:</b>		<b>Course Name:</b>	
<b>Pastoral Class:</b>	<b>Teacher:</b>	<b>LOL:</b>	
<b>Task No:</b>		<b>Due Date:</b>	
<b>OFFICE USE ONLY</b>			
<b>Submission of this Form</b>	<b>Date:</b>	<b>Time:</b>	
<b>Received by (Admin Staff Members Signature):</b>			

Reason for Appeal – to be completed by the student	
<input type="checkbox"/>	<b>Challenge the outcome of the decision resulting from the submission of a School-Based Assessment Variation (SBAV) Form</b>
<input type="checkbox"/>	<b>Procedural or administrative error</b>
<input type="checkbox"/>	<b>Insufficient notice of task</b>
<input type="checkbox"/>	<b>Weighting of course components not matching syllabus requirements</b>
<input type="checkbox"/>	<b>The assessment task was not marked using the published marking guidelines as per the School-Based Assessment Notification.</b>
<input type="checkbox"/>	<b>Other (details):</b>

Supporting Evidence – 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"/> Other	<input type="checkbox"/> Letter from Guardian (Year 7, 8 and 9 ONLY)
<b>Student Signature:</b>	<b>Parent/Guardian Signature:</b>
<b>Date:</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 an assessment task 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 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 School-Based Assessment Appeal Form, complete the relevant sections, attaching all supporting evidence.

**STEP 3:** Submit the completed form to the Executive Assistant.

**STEP 4:** Applications will be considered by the Principal (Years 10, 11, 12) or Assessment Committee (Years 7, 8, 9).

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