



ASSESSMENT APPEAL FORM

WELLPARK

Leading Natural Therapies

This Assessment Appeal Form is completed by students wishing to appeal the outcome of an assessment. The student has to complete the assessment appeal form within 2 calendar weeks of notification of marks. The form can either be handed to reception. The Form will be passed onto the Academic Leader. Or, email both pages of the Form directly to academicleader@wellpark.co.nz

Student Name: Student ID:

Signature: Date:

Programme:

Course name: Course number:

Assessment name: Assessment number:

Reason for Appeal (Circle one)

- A. Disagree with the marking or the marks given** (Use where, in your opinion, you made valid points that were not taken into consideration. Please provide specific and details explanation and examples);
- B. Marks added wrongly** (Use where, in your opinion you have been given incorrect marks - use only for the marks given as numbers. Do not use for counting ticks, as this is only a guideline markers use);
- C. Assessment considered unfair** (Use where you feel that the assessment was unclear, or could have been marked differently for any other reason than those given above).

Comments:

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Please Note: As part of the appeal process your assessment may be blind marked by another assessor and that, if you are applying on the grounds that you disagree with the marking, the assessor finds you were awarded too many marks you may lose marks on your assessment and have the new grade recorded on your records.

ADMINISTRATION USE ONLY

1) Assessment re-marked

Markers Name:

Date Assessment Marked:

Markers Comments:

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2) Appeal discussed at ESC meeting

Persons Present:

Date of Discussion:

ESC Comments:

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3) Decision reported to Academic Leader at Academic weekly meeting.

Comments:

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4) Academic Leader advises all parties of outcome

Student advised: Person..... Date.....Method.....

Marker advised: Person..... Date.....Method.....

Faculty Support advised: Person.....Date.....Method.....

- Update Management Issues Spreadsheet
- Save Assessment Appeal Form onto the server x:\Current Files & Folders\NEW\Students\Assessment Appeals.

5) Faculty Support

- Update mark on Moodle and SMS, Marking Grid remains the same.