



ASSESSMENT APPEAL FORM

This Assessment Appeal Form is completed by students wishing to appeal the outcome of an assessment (see Reasons for Appeal below).

- Assessment Appeal Forms are located at Reception and on the Wellpark website.
- This Form is to be emailed or handed in to the Receptionist, who will sign and date it and then forward to Faculty Support for processing.
- The Form will be passed onto the Self-assessment Team for actioning.
- Assessment appeals must be made within 2 calendar weeks of receiving the formal grade.
- Neither the assessor/marker nor your Tutor is able to progress an Assessment Appeal.
- You will be advised of the outcome by email within 10 working days of receipt of your Appeal.
- If there is still no resolution, College Management will refer the matter to a qualified and external assessor for adjudication, whose decision will be final (unless the student chooses to appeal to NZQA – see DEALING WITH CONCERNS).
- 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.

Complete the Form, attach the appropriate documentation and return to Reception by advised date. Receptionist is to sign and date the Form with the student present, prior to handing in to Faculty Support.

Student Name: Student ID:

Signature:

Programme:

Course code: Course no: Assessment no:

Initial due date of assessment

Reception signature: Date Appeal received:

Reasons for Appeal (Circle one)

- 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);
- 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);
- 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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ADMINISTRATION USE ONLY

- 1) Appeal is received from student by Faculty Support within two weeks of receiving formal grade.
- 2) Faculty Support sends through documents to Self-assessment Team and reports at SOC meeting.
- 3) Self-assessment Team investigates with Programme Leader and/or marker.
- 4) Self-assessment Team approves or denies the Appeal and responds to the Appeal in the following ways:
- 5) Management Team signs off all Appeals.

a. If the Appeal is declined, the Self-Assessment Team provides the outcome letter to Faculty Support; the Programme Leader and student are informed by email by Faculty Support with the documents filed on student's SMS.

Self-assessment Team comments:

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b. If the Appeal is upheld:

Assessment is moderated and/or re-marked (blind marked) within a week of receipt of the assessment.

Marker's Name

New marker or Moderator's name.....

New due date

Student Informed Date

Self-assessment Team comments:

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6) Faculty Support completes the administrative process.

- ✓ Student advised and documents filed:
- ✓ Marker advised:
- ✓ Updates mark on Moodle and SMS, Marking Grid remains the same.
- ✓ Update Appeals Spreadsheet
- ✓ RESIT/Resubmission or FAILs process followed if required.
- ✓ Save Assessment Appeal Form on the server x:\Current Files & Folders\NEW\Moderator\ Appeals

Faculty Support..... Date..... Method.....