

## Appeals process (From 2011 Onslow College National Assessment Handbook for students)

You have the right to appeal these things:

- the grade you receive for a piece of internal assessment
- the non-acceptance of late work by the subject department
- the loss of credits or grades because of an accusation of assessment misconduct
- head of department declining an application for an extension of time

None of these decisions is made lightly by the college but you may be unhappy about the result and may wish to appeal it. This is how the process works. Appeal forms are available at the school office.

Process	Challenge to internal assessment grade	Assessment misconduct allegation	Non-acceptance of late work	Declining of an extension of time application
<p><b>1. You will be given the reason.</b></p> <p style="text-align: center;">↓</p>	<p>In the marking criteria in the assessment task handout and in the marker's comments on your work. Talk to your teacher about it first.</p> <p style="text-align: center;">↓</p>	<p>Verbally by the subject leader and teacher, followed by a letter home if your explanation is not accepted.</p> <p style="text-align: center;">↓</p>	<p>Verbally by your teacher or the subject leader.</p> <p style="text-align: center;">↓</p>	<p>In writing on the bottom of your written application for extra time or further assessment (which was signed by a parent and given to the teacher or subject leader <b>five</b> school days before the due date).</p> <p style="text-align: center;">↓</p>
<p><b>2. Discuss your concerns at home. Reread the relevant policy in this handbook. Apply on the appeal form (at the back of this booklet) within five school days.</b></p> <p style="text-align: center;">↓</p>	<p>Your appeal form from the office, which should refer to the assessment criteria, must reach the subject leader no later than <b>five</b> school days after you get the marked work back. It will be remarked and the reasons given in writing.</p> <p style="text-align: center;">↓</p>	<p>Your appeal form from the office challenging the decision must reach the deputy principal, Warren Henderson, no later than <b>five</b> school days after you get the letter. He will pass a copy to the subject leader.</p> <p style="text-align: center;">↓</p>	<p>Your appeal form challenging the decision must reach Warren Henderson no later than <b>five</b> school days after your work is not accepted. He will make a decision and let you know by letter.</p> <p style="text-align: center;">↓</p>	<p>Your appeal form challenging the decision must reach Warren Henderson no later than <b>five</b> school days after you get the written refusal. He will make a decision and let you know by letter.</p> <p style="text-align: center;">↓</p>
<p><b>3. The Principal, Peter Leggat, may become involved.</b></p>	<p>Your appeal form challenging the decision must reach Warren Henderson no later than <b>five</b> school days after your work is not accepted. He will make a decision and let you know by letter.</p>	<p>The principal will reconsider the whole allegation no later than <b>five</b> days after you get the letter from Warren Henderson. He will give you a written decision with reasons as soon as possible.</p>	<p>You may appeal that decision by writing to the principal no later than <b>five</b> days after you get the letter from Warren Henderson. He will give you a written decision with reasons as soon as possible.</p>	<p>You may appeal that decision by writing to the principal no later than <b>five</b> days after you get the letter from Warren Henderson. He will give you a written decision with reasons as soon as possible.</p>