

Onslow College Appeal Process



You have the right to appeal the following:

- The result of an internal assessment grade (Grade consideration).
- The loss of credits because of an allegation of assessment misconduct (Assessment misconduct).
- The non-acceptance of late work.
- The denial of a further assessment opportunity (Further assessment opportunity declined).
- The denial of an extension of time.

Process:

Stage One: Subject Teacher

- Initial meeting with teacher to clarify the issue.
- If you are unhappy with this outcome, initiate an appeal and collect a form from the office.
- Ensure each section of the form is filled in clearly.

Stage Two: Subject Leader/ Learning Area Leader

- Discuss the situation with your SL/LAL and hand them the appeal form
- A decision will be reached.
- This decision may be written on the appeal form or an email or letter may be attached.

If you do not agree with this decision then you may appeal to the Deputy Principal

Stage Three: Deputy Principal - Warren Henderson

- Before appealing to the DP, discuss your concerns at home and reread the green assessment handbook
- Hand in the appeal form with a letter explaining your appeal and reasons for not accepting the SL's/ LAL's decision.
- This needs to happen within 5 days of receiving a reply from the SL/LAL

Stage 4: Principal – Sheena Millar

- If you decide to challenge the decision received from the Deputy Principal you can appeal to the Principal within five days of receiving your letter from the DP
- Your letter must contain all relevant information from all the stages 1 to 3 with a explanation why you are appealing the decision

ONSLOW COLLEGE APPEAL FORM



See the appeal process stages on the previous page.

Student name: _____
Subject department: _____
Name and number of assessment task being appealed: _____

Type of appeal: (circle one)

- The result of an internal assessment grade (Grade consideration).
- The loss of credits because of an allegation of assessment misconduct (Assessment misconduct).
- The non-acceptance of late work.
- The denial of a further assessment opportunity (Further assessment opportunity declined).
- The denial of an extension of time.

Stage 1: Discussion with subject teacher

Date this was done: _____

Stage 2:

Subject Leader's/Learning Area Leaders decision: (letter or email attached if applicable) <i>The reason for this decision has been explained to me and I accept the decision.</i> Signed: (student) _____
Signed: (SL/LAL) _____ Date: _____ _____
<i>The reason for this decision has been explained to me and I DO NOT accept the decision. Tick the box</i> <input style="float: right; margin-left: 20px;" type="checkbox"/>

Stage 3:

FURTHER APPEAL - Deputy Principal's decision: (letter or email attached) Signed: (DP) _____ Date: _____
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Stage 4:

FURTHER APPEAL -Principal's decision: (letter or email attached) Signed: (P) _____ Date: _____
