



## ST PETER'S COLLEGE INTERNAL ASSESSMENT APPEAL FORM

*This form is to be used to make a formal appeal of an assessed grade which has been awarded for internally assessed work at Levels 1, 2 or 3 of the National Qualifications Framework.*

Complete the details below and submit this form to the relevant subject teacher with all assessment material.

### Step 1 - Student to complete:

Student Name:..... Homeroom:.....

Subject: ..... Date:.....

Teacher: .....

Achievement Standard and Topic: .....

**Initial result** – Please highlight/circle

**Not Achieved**

**Achieved**

**Achieved with Merit**

**Reason for this appeal** – Please highlight/circle

Grade inconsistent with another candidate's result

Grade inconsistent with standard

Submitted material has been overlooked

Other (please describe):

.....

.....

**Student Signature:**.....

### Step 2 – Teacher or HOF to complete:

**Course of Action:**

.....

.....

.....

.....

**Appeal Result** – Please highlight/circle

Initial Grade Retained	Initial Grade Changed
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Final Grade: .....

Teacher Signature: .....

HOF Signature: .....

Student Signature: .....

Date: .....

☐ Copy of completed form to be given to/placed in the pigeonhole of Principal’s Nominee (Courtenay Kilpatrick)