Appeals

If you believe that your mark or grade for an Assessment Task is wrong, you may appeal to the appropriate KLA Coordinator. You must do this within one week of receiving the mark or grade.

If you have been penalised for failing to submit an Assessment Task or for late submission of an Assessment Task, and you believe that you should not have been penalised, you may appeal to the KLA Coordinator, explaining why the penalty should not apply. You must do this within one week of receiving the penalty.

If your appeal is rejected by the KLA Coordinator, you may appeal in writing to the Principal for a school review. You must do this within one week of the rejection of your appeal.

A copy of the appeals form is included among these documents.

If your appeal is again rejected, you may appeal to the Board of Studies. The Board will consider only whether:

- the school review process was adequate for determining whether the procedures used by the school for determining the grade(s) conform with the Board’s advice and the school’s policy regarding the grading of student achievement
- the conduct of the school review was proper in all respects.

The Board will not revise individual tasks or test marks. (ACE 11010)