Appealing school-based assessment task results, ranks, and grades

School-based Assessment Tasks - Appeals

A student has the right to appeal if they feel one of the following **four categories**:

1. they have been disadvantaged in any way by the organisation and administration of an assessment task
2. the assessment task has not been weighted in line with NESA requirements
3. the assessment task has not complied with the stated assessment program and/or assessment requirements
4. there has been a miscalculation or a clerical error when deciding the assessment mark.

A student does not have the right to appeal a teacher's professional judgement in the awarding of a mark.

Querying the Result of an Assessment Task

If a student has questions about their assessment result when it is returned, they should talk to their teacher right away. If a student doesn't raise any issues within 5 school days after the task has been returned, there is no recourse for a student to do so at a later date.

If this is still unresolved for the student, the student will follow the process below:

1. An Assessment Appeal Form (found on The Forest High School website under 'Year Information') is completed by the student and given to the Head Teacher of the course with any supporting documentation attached. An appeal must be made by the student to the Head Teacher within 5 school days after the task is returned to the student. Appeals will not be accepted after that time. The appeal must be based on evidence from at least one of the four categories listed above.
2. If the student believes that their grounds for appeal were not appropriately addressed by the Head Teacher, they may refer the matter to the School Review Panel by completing page 2 of the Assessment Appeals Form, provide a copy of the assessment task, their attempt at the task and any other relevant information and lodge it with the relevant Deputy Principal within 5 days of receiving the outcome of their appeal from the Head Teacher.
3. The School Review Panel consisting of the Deputy Principal, Head Teacher Secondary Studies and a Head Teacher from another faculty will meet to consider the appeal and determine an outcome. The School Review Panel will focus on whether the school's procedures for assessment have been followed. In a formal appeal, students are not entitled to seek a review of the teacher's judgements of performance on an assessment task. This means marks or grades awarded will not be subject to review as part of the formal appeal process. All procedures that are followed will be consistent with policy and requirements.
4. The Deputy Principal will notify in writing the student and their parents, the Principal, the class teacher and the Head Teacher regarding the outcome of the appeal and will keep records of the outcome of the appeal. The decision of the Panel is final.

Invalid or Unreliable Assessment Tasks

Should the situation arise that an assessment task in a particular course is found to be invalid or if an assessment task is deemed to have produced unreliable results as determined by the Principal (in consultation with the Classroom Teacher and Head Teacher), then the appropriate action will be taken to ensure that no student is advantaged or disadvantaged.

The Principal will decide on the most appropriate outcome and will exercise due care in rectifying the situation. The Principal has the discretion to direct that an alternative assessment task be implemented or may determine that the weighting of the task be reduced, and a new task added with weightings adjusted accordingly. Depending on the task and the outcomes being assessed, a revised Assessment Schedule may need to be issued which indicates new weightings for remaining assessment tasks in the assessment program for the course.

Where a task is invalidated and a change is required for the assessment program, students and parents will be communicated of this in writing. If an additional task is to be scheduled, adequate notice of the precise timing (a minimum of two weeks) would be given for the added task in writing to the students.

Final Rank Order Placement in an HSC Course – Appeals

During the year, HSC students are ranked in each assessment task in each course. The overall rank for each course is calculated on an ongoing basis following each task. The final rank reflects the student's position in the group at the end of the assessment program.

Final assessment marks are not released to students. Students' final assessment marks for each course are sent to NESA at the end of the course. NESA states that the final assessment marks are not to be revealed to students because, until they are moderated, assessments given by different schools cannot be compared fairly. However, after the final HSC examination, a student can view their final assessment ranks for each course via Students Online.

If a student feels that their placement in any course is not correct on the basis of feedback on their performance during the course, they should firstly talk to their course teacher and relevant Head Teacher. If the matter is not resolved, NESA allows the student to request a School Review of their ranking in that subject.

Requests for School Review of your final Higher School Certificate assessment rank must be made on a NESA form called *Applications for School Review of Assessment Rank or Grade*. This is available via Schools Online on the last day of the HSC examinations. The completed form should be submitted to the Principal by the date specified by NESA on the form. This date will be only a couple of days after the last HSC examination so you must act promptly.

A School Review Panel will be formed consisting of the Deputy Principal, Head Teacher Secondary Studies and a Head Teacher of another faculty. This Review Panel will consider the appeal.

There is no provision for a review of the marks received for individual assessment tasks. Reviews are limited to the assessment process. The only matters that the school will consider are whether or not:

a) the weightings specified by the school in its assessment program conform with NESA requirements as detailed in the relevant syllabus packages;
b) the procedures used by the school for determining the final assessment mark conform with the stated assessment program;
c) computational or other clerical errors have been made in the determination of the assessment mark.

The Principal will advise the student and parent/ caregiver in writing of the outcome of the review and will advise NESA (if applicable) of any changes to assessment rankings.

If a student is dissatisfied with the outcome of the school review, he or she must advise the Principal that there is a wish to lodge an appeal with NESA. The Principal will arrange and explain to the student the required documentation associated with this appeal. This must be done by the date specified in NESA's Timetable of Actions for Schools. NESA conducts the review of the student appeal and notifies both the student and Principal of the decision.

If the student makes no appeal to NESA, all documentation is kept at the school and no further action is taken.

Appeals to NESA

Students may appeal to NESA following an unsuccessful school rank order appeal. There is no provision for appeal against the marks awarded for individual school-based assessment tasks to NESA.

NESA will only consider if:

a. the school review process was adequate in determining whether:
    i. the components and weightings specified by the school in its school-based assessment program complied with NESA requirements as detailed in the Assessment and Reporting document, and/ or
    ii. the procedures used by the school for determining the final assessment mark complied with its stated assessment program, and/ or
    iii. there were no computational or other clerical errors in the determination of the assessment mark; and
b. the conduct of the review was proper in all respects.

NESA will:

a. not revise the assessment marks or the order of merit, because the appeal is directed to the assessment process
b. not consider further appeals from other students whose assessments or rankings may be affected by reviews or appeals
c. not consider appeals submitted after the release of results, and
d. direct the school to conduct a further review, if the appeal is upheld.

Submission to NESA

Students appealing to NESA must submit the appeal:

a. through their school, and
b. on the student appeals form supplied by the Principal, and
c. with relevant evidence to support the appeal, and
d. by the due date specified in the HSC key dates.

Final Grades for English Studies, Mathematics Standard 1 and Numeracy - Appeals

If you study English Studies, Mathematics Standard 1 or Numeracy, your final result will be a grade (A to E) submitted by your school for your school-based assessment. If you do the optional HSC exam for English Studies or Mathematics Standard 1 course, your final result will be an exam mark and an HSC Performance band. Your final HSC mark will be the same as your exam mark.

A student has the right to appeal if they feel that their final HSC grade in one of these courses is not consistent with the progressive reporting throughout the year. Students should firstly talk to their course teacher and relevant Head Teacher. If the matter is not resolved, NESA allows the student to request a School Review of their grade in that subject. Students cannot seek a review of results in a single or multiple individual assessment tasks.

Requests for School Review of your final HSC grade must be made on a NESA form called *Applications for School Review of Assessment Rank or Grade*. This is available via Schools Online on the last day of the HSC examinations. The completed form should be submitted to the Principal by the date specified by NESA on the form (this date will only be a couple of days after the last HSC examination so you must act promptly) and provide evidence that the grade awarded in the course was inconsistent with the progressive reporting from their school.

A School Review Panel will be formed consisting of the Deputy Principal, Head Teacher Secondary Studies and a Head Teacher of another faculty. This Review Panel will consider the appeal.

The Principal will inform the student and their parent/ caregiver in writing of their final grade appeal. In the event of an upheld appeal, the Principal will revise grade(s) in Schools Online by the due date outlined in the Timetable of Actions for Secondary Schools. If the appeal is declined, the Principal will advise the student of the provision of a subsequent appeal to NESA.

Appealing final HSC grades to NESA (English Studies, Mathematics Standard 1 and Numeracy only)

1. If the school declines a final HSC grade appeal, a student may appeal to NESA.
2. When considering a final HSC grade appeal, NESA will only consider:
    a. if the school's review process was adequate for determining whether the procedures used by the school for determining the grade align with:
        i. NESA's advice, and
        ii. the school's policy regarding the grading of student achievement.
    b. if conduct of the school review was proper in all respects.
3. NESA will not revise results awarded in individual assessment tasks.