



Policies, Procedures & Appeals Summary

Policy	Procedure	Appeal
Malpractice	<u>When:</u> within the 2 week marking period turnaround <u>Who:</u> Assessment Review Team (Deputy Principal, Head Teacher, Classroom Teacher) <u>How:</u> Assessment Review Team Form (only available to teachers on Sentral)	<u>When:</u> 3 school days of Assessment Review Team's decision <u>How:</u> Malpractice Appeal Form (on TFHS website) <u>Who:</u> Principal
Illness/ Misadventure	<u>When:</u> first day student returns to school from their illness or misadventure <u>How:</u> Illness/ Misadventure Form (on TFHS website) <u>Who:</u> 1. HT who writes a recommendation then gives the form to the relevant DP. 2. DP decision to either approve or not approve HT recommendation.	<u>When:</u> 3 school days of DP's decision <u>How:</u> Illness/ Misadventure Appeal Form (on TFHS website) <u>Who:</u> Principal
'N' Determinations	<u>When:</u> as indicated on the Non-completion of course requirements HSC Flowchart <u>How:</u> <i>HSC Non-completion of Course Determination Principal's Determination Form</i> (on Schools Online) and <i>HSC Non-completion of Course Determination Student Appeal Form</i> (on Schools Online) <u>Who:</u> Principal	<u>How:</u> Student's response declaration to School Review – the Principal's report. Either: (1) no further appeal or (2) request for NESA review of appeal (on Schools Online) <u>When:</u> as indicated on the NESA form <u>Who:</u> NESA

	School Review Panel (Principal, DP)	
School-based Assessment Tasks	<u>When</u>: Within 5 school days of receiving assessment task result <u>How</u>: Page 1 of School-based Assessment Appeal Form (on TFHS website) <u>Who</u>: Head Teacher	<u>When</u>: Within 5 school days of receiving HT appeal decision <u>How</u>: Page 2 of School-based Assessment Appeal Form (on TFHS website) <u>Who</u>: School Review Panel (Deputy Principal, Head Teacher Secondary Studies, Head Teacher of another faculty)
Invalid or Unreliable Assessment Tasks	<u>When</u>: a situation arises that as assessment task is found to be invalid or unreliable <u>Who</u>: Principal (in consultation with CT & HT) <u>How</u>: in writing to student and parent/ caregiver	
Final Rank Order Appeals	<u>When</u>: last day of HSC exams <u>How</u>: <i>Applications for School Review of Assessment Rank or Grade</i> (on Schools Online) <u>Who</u>: Principal School Review Panel (DP, HT Secondary Studies, HT of another faculty)	<u>How</u>: Appeals form from the Principal (on Schools Online) <u>When</u>: as indicated on the NESA appeal form <u>Who</u>: NESA
Final Grade Appeals (only for English Studies, Mathematics Standard 1 and Numeracy)	<u>When</u>: last day of HSC exams <u>How</u>: <i>Applications for School Review of Assessment Rank or Grade</i> (on Schools Online) <u>Who</u>: Principal School Review Panel (DP, HT Secondary Studies, HT of another faculty)	<u>How</u>: Appeals form from the Principal (on Schools Online) <u>When</u>: as indicated on the NESA appeal form <u>Who</u>: NESA