ROSA and HSC Student Assessment Appeal Form (LNS212a)

Student Name: ____________________________  Class: ________

Subject the Assessment Appeal is in relation to: ____________________________

Subject Teacher: ____________________________
Subject Coordinator (if different to classroom teacher): ____________________________

Type of Task:
- □ Hand in
- □ Exam / test
- □ Oral / performance
- □ Work placement
- □ Other: ____________________________

The reason the student did not complete the assessment was because of:
- □ Illness
- □ Misadventure
- □ Request for Extension
- □ Other: ____________________________

Type of evidence to support application for appeal (attach this evidence):
- □ Medical Certificate
- □ Hospital Certificate
- □ Police Event Number
- □ Insurance Reports
- □ Booklets and records of special events
- □ Records of travel e.g. flight tickets
- □ An Exemption from Attendance at School Certificate (dependent on the conditions agreed to in the issuing of the Certificate)
- □ Other documented evidence may be considered: ____________________________

Student signature: ____________________________  date: _______________

Parent / Carer signature: ____________________________  date: _______________

Note: this appeal form will not be considered unless signed and dated by the parent / carer.
ROSA and HSC Student Assessment Appeal Action
This section is to be completed by the teachers after the Form is submitted by the student

Student Name: ____________________________  Class: ______

Subject the Assessment Appeal is in relation to: ____________________________

Date this Form was received from the student: ____________

Action that is recommended by the Subject teacher:

Action that is recommended by the Subject Coordinator (where the coordinator differs from the Subject Teacher):

Decision of the High School Staff Meeting regarding this action:

Final Decision:
☐ Appeal granted  ☐ Appeal denied

☐ Confirm that the student has been notified within 5 school days from the date of receiving this Form?
Who will notify the student of the outcome of this appeal? ________________

*File this form in the ROSA/HSC Folder*