Related Merici Policies

Assessment
Plagiarism - Seniors

Rationale/Purpose

- To outline the grounds for appeal in Years 11 and 12
- To provide clear processes for registering an appeal

Definitions

Appeal
A request to a teacher or higher authority for a decision regarding an assessment outcome (e.g. assignment, essay, test, etc) or against procedures used to calculate unit grades and scores and course scores.

Policy

Merici College is committed to an appeals process in relation to school-based assessment that is based on natural justice and public interest. The objectives of the appeals process are to:

- achieve valid course scores, unit scores, grades, and marks which are published on certificates
- promote assessment procedures that are transparent, reliable and accurate
- provide appeal procedures that are accessible and responsive to all students

The purpose of an appeal is to ensure that assessments are valid and the procedures applied are those that are published and are correct. The appeals process enables a student to seek a review of teacher judgement in assessment within the College.

Procedures

- There is a clear distinction between teacher-student review of assessment and the formal college appeal.
- If a student is dissatisfied with her assessment result for a task or a unit or course score, in the first instance she should seek a review of the task from the class teacher. At this point, the grade and/or score can be reviewed up or down or may remain the same. The teacher must explain to the student all possible outcomes and also the right of the student to seek further review.
- Review should be sought within 5 school days of the assessment outcome being available to the student i.e.
  - task mark/grade being provided to the student
  - student being advised in writing of the penalty for breach of discipline
  - unit grades/scores being published by the school.
In Semester 2 of Year 12:
- appeals against an assessment task, unit grade/score, breach of discipline should be lodged within two working days of the results being published
- appeals against a course score should be lodged within one working day of the results being published.

• At each level, staff should consider the student assessment response against the marking criteria.
• If the student is still dissatisfied, she may seek review from the relevant Head of Department. At this point, the grade and/or score can be reviewed up or down or may remain the same. The Head Department must explain to the student all possible outcomes and also the right of the student to seek further review. If the Head of Department is the classroom teacher then the student will have access to the Senior School Coordinator to act as a mediator.
• If the student is still dissatisfied she may write to the Principal or Assistant Principal, Curriculum seeking a review. At this point, the grade and/or score can be reviewed up or down or may remain the same.

The written appeal from the student should include:
- The student’s name and ID
- The specific mark/s, score, grade, penalty being appealed, including the task, unit, course concerned
- The specific remedy being sought for each matter being appealed
- A statement setting out and supporting the matters of appeal

The student should be able to present further evidence to the College Appeal Committee.

• The appeal process begins officially with the lodging of a written appeal by the student to the Principal or to the Assistant Principal, Curriculum, and is finalised by written advice from the College Appeal Committee to the student, including information of her right to appeal to the Board of Senior Secondary Studies (BSSS).
• College Appeal Committee consists of the Assistant Principal, Curriculum, a member of the teaching staff not involved in review of the task and an experienced member of the teaching profession nominated by the BSSS from outside the college.

The teacher will need to provide:
- Written evidence of steps taken to resolve the issue
- The assessment task with clean rubric or marking scheme
- A statement setting out matters related to the appeal from the markers perspective

• Except in Semester 2 of Year 12, appeals will be finalised within fourteen working days of the lodgement of an appeal.
• Appeals at the college in Semester 2 of Year 12 should be completed by the day prior to the final date for appeals to the Board published annually in the BSSS General Schedule of Meetings and Events.

References

Merici College Senior Assessment Handbook
Senior Handbook and Course Outlines
Merici College Staff Curriculum Handbook
Forms

Nil

Approved by: Merici Executive
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Merici Contact Officer: Assistant Principal - Curriculum