



## Task/Result Appeal Form

Please submit within 2 school days of task being returned to you

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

Task Name: \_\_\_\_\_

**Step One – Course Teacher contacted: YES/NO** Date of Contact: \_\_\_\_\_

**Step Two – Appeal to Head Teacher**

Reasons for appeal of mark (clear reference to task administration breakdown/marketing guidelines/course outcomes/feedback to be made here):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

New Mark: \_\_\_\_\_  Updated result recorded

Student/Supervisor informed  Teacher informed

Head Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Three – Appeal Deputy Principal: Attach any new or additional information.**

No change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

New Mark: \_\_\_\_\_  Updated result recorded

Student/Supervisor informed  Head Teacher informed

Deputy Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Four - Appeal Principal: Attach any new or additional information.**

No change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

New Mark: \_\_\_\_\_  Updated result recorded

Student/Supervisor informed  Head Teacher informed  Deputy Principal informed

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_