

Pendle Hill High School Years 11 and 12 Assessment Appeal Form

Submit this form and your supporting documentation to the front office. You must retain a copy of what you submit. It is the student's responsibility to ensure that the assessment appeal form is submitted within 48 hours of returning to school after being away or 2 weeks prior to leave being taken. A separate form must be completed for each assessment task.

Section below completed by student

Category (please tick one)	□ Application for extension (prior to assessment due date)					
	□ Appeal due to illness, accident or misadventure					
	□ Appeal in relation to the final assessment and/or course rank					
Student's Name:		· · · · · · · · · · · · · · · · · · ·			Year: 11 or 12	
Course:					Task Number:	
Nature of Assessment Task:						
Due Date:/ Class	Teacher Nam	ie:				
Reason for Appeal: state details to supp	oort your case	(or attac	ch statem	ent)		
		1				
Please tick the supporting documentation	on submitted:					
Medical Certificate:	Yes		No			
Assessment draft:	Yes		No			
Travel documentation for exten	sion Yes		No			
Other documentation:						
Signature of student	// Date	Sign	ature of F	Parent	// Date	

Front office use only						
Office staff who received this for	m:					
Date document received/_	/					
Date you copied these document and filed the original in the student's folder//						
Executive use only						
a) Head Teacher Recomm	nendation:	b) Executive decision and reason:				
1) Approved extension						
2) Complete a substitute task						
3) Estimate to be given						
4) No marks to be awarded						
5) Sit or submit the task without penalty						
6) Task to be submitted with p	enalty					
Assessment New Due Date: _		_				
Signature of Head Teacher	Date	Signature of Principal	Date			
Copies of this form are available fro		ead Teachers, the Reception Office, the schoologle Classroom page.	ol website and your Cohort			
Assessment Appeal N	lotification	to student				
Student's Name: Year: 11 or 12						
Course:	Ta:	Task Number:				
Nature of Assessment Task:						
Executive appeal outcome: appr						
Date student was notified of out	come:/	_/ Student signature:				