



Macleans College

NCEA - Appeals Application Form

Student to complete **Section A** and hand into Faculty Head/or Head of Department within five school days of receiving an assessment back. A completed copy of this form will be returned to the student and a copy held on file.

Section A

Name:		Form Class:
Date of Application:	Subject:	
Name of Teacher:		
Standard Number:	Title:	
Grade Awarded:	Date assessment returned to student:	
<p>Reason for Appeal</p> <p><input type="checkbox"/> I have discussed my grade with my subject teacher in the first instance.</p> <p><input type="checkbox"/> I would like the Faculty Head/or Head of Department to reconsider my grade. My reasons for this request are: <i>(please explain, using an extra sheet if needed)</i></p> <p>.....</p> <p>.....</p>		

Section B - School Use Only

Faculty Head/or Head of Department Decision	
<p><input type="checkbox"/> The grade awarded by the teacher stands.</p> <p><input type="checkbox"/> The grade awarded has been changed to (.....)</p>	
..... (Signed) Faculty Head/or Head of Department	Date://
Deputy Principal - Decision/Comment:	
<p>.....</p> <p>.....</p>	
..... (Signed) Deputy Principal	Date://