



# GREEN BAY HIGH SCHOOL

## ASSESSMENT RULES AND PROCEDURES FOR SENIOR STUDENTS



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## COURSE AND ASSESSMENT STATEMENTS

- You will receive a course and assessment statement for every course you are studying this year.
- The statement includes important information about your course, credits available, whether they are internal or external standards and other supporting information.
- If you misplace your copy you can ask your teacher to print another one from KAMAR.

## RECORDING ASSESSMENT RESULTS

### **1. How will my results be recorded?**

- Your teacher will keep a copy of your results in the course mark book on KAMAR.
- Evidence of your achievement in each course may be collected in a variety of ways, e.g., individual assignments, briefs, tests, projects, field work and practical work.
- Some standards may be assessed internally during the year and others externally in end-of-year examinations or by portfolio submissions (e.g., Visual Arts, Design and Visual Communication, Textiles Technology, Multi Materials Technology and other courses).
- For internally assessed standards, if you do not achieve the first time you submit you may be given an opportunity to correct your work and improve the grade. This is called resubmission.

### **2. How will I know whether or not I have passed a standard?**

- Once your teacher has marked your work s/he will return the assessment with your grade and some comments.
- You should record your grade in the space provided in your course / assessment outline for the subject.
- You can check whether the grade has been correctly entered on KAMAR by viewing the teacher's printout of results from his/her mark book or by viewing your results on the parent portal.

### **3. What do I do if I think a mistake has been made on my records?**

- Ask your teacher to double-check their records and the assignment cover sheet.
- If an error is discovered a correction will be made on the school's database and sent to NZQA.

### **4. What about checking my results on the parent portal?**

- You can check your progress and entries along with all your other details through the school's parent portal. There is a parent login and a student login for each student.
- You can check your progress and entries through the KAMAR App on any apple product. Download the app from the AppStore, and login with your portal login and password.

### **5. How can I check my entries and results on NZQA's website?**

- Log in to Students and Learners on NZQA's website to:
  - a) get your results; update your details; and see your Vocational Profile
  - b) request a copy of your record of achievement; and
  - c) remember your password.

### **6. What if I don't have a Learner Login for NZQA's website?**

- All students have a National Student Number (NSN). This is used as a personal identity number when you complete internal and external assessments for NCEA or other national certificates.
- Once you have received your NSN number you will be able to register on the NZQA website. If you haven't logged on before click on "Register now" in the Login. The steps and instructions are easy to follow. Keep your NSN and Learner Login details in a safe and secure place.

### **7. How can I check whether my entries for externals are accurate?**

- You can check the accuracy of your entries for externals via your personal login on NZQA's website, and going to Candidate Entries and Results.
- See John Allpress immediately if you discover that your entries are not accurate.

**8. How can I get an official Record of Achievement from NZQA?**

- Once the academic year is completed you should make a request via your Learner Login for an official Record of Achievement (ROA) free of charge.
- In January next year, you can access a results notice which provides results for internal and external assessments from this year. These results are available on-line, but hard copies can be ordered before the 31 December, this year.

**9. How can I get a copy of my NCEA or University Entrance (UE) certificate from NZQA?**

- You are entitled to one free NCEA or UE certificate, provided you have paid the relevant NCEA fee. Any more copies will cost \$15.30 each, currently. You can order online.
- In late April, you will receive any National Certificates you have gained from the previous year. When you complete NCEA Level 3 you will also receive, automatically, a Record of Achievement (ROA). You can request one online after Year 11 and 12, as well.

**10. What is the School Results Summary (SRS)?**

- The School Results Summary (SRS) lists the results for all the standards attempted, including Not Achieved. It also lists all the qualifications, endorsements and scholarships that you gained while at school, and has a summary of credits by course and by level.
- You can order one copy of your SRS for free. Additional copies \$15.30 (charge may be subject to changes).

**11. What is the difference between a School Results Summary and a Record of Achievement?**

- School Results Summary (SRS) lists all the standards that have been graded including Not Achieved results.
- Record of Achievement (ROA) lists all standards that have been graded at Achieved or higher.

**12. Are my results sent to universities and polytechnics?**

- At the beginning of each year, NZQA sends all NCEA Level 2, Level 3 and University Entrance results that have been authorized for release to all New Zealand universities and some polytechnics. This helps these institutions process enrolments quickly.

## AUTHENTICITY OF STUDENT WORK

Authenticity means that all assessment work submitted must be your own.

**It is your responsibility to:**

- keep all drafts and working documents, and hand them into your teacher, if required;
- keep a record of all sources you used, including handwritten plans and websites;
- acknowledge the source of all material in your assignment, citing whether it is from text, electronic material or people;
- ensure your data is accurate;
- be prepared to discuss your work with your teacher, if required; and
- sign an authenticity statement, if required, verifying that it is your own work.

**You must not:**

- copy another student's work;
- quote material from written or electronic sources without acknowledging the source;
- inappropriately help another student with any part of their work;
- allow someone else to copy your work;
- allow someone else to do your work for you; and
- use unauthorised technology in a test or exam (e.g., non-approved calculator, cell phone etc).

**The process followed when authenticity is an issue (see also Breaches of the Assessment Rules, below):**

- the Head of Department (HOD) will interview the student after gathering the evidence;
- the evidence will be given to John Allpress, Deputy Principal;
- you will be interviewed, a decision made, and your family will be informed; and
- you will lose the credits for that particular standard.

## BREACHES OF THE ASSESSMENT RULES

- If you are suspected of having submitted work that is copied (not your own), or have given your work to another student, you will be investigated for a breach of the school's and NZQA's rules, your family informed, and you may receive a Not Achieved for the assessment.
- If you have been found to have breached the rules and knowingly, fraudulently or unwittingly gained an advantage, a 'Not Achieved' grade must be reported for the assessment of that standard.
- You have the right to an appeal to John Allpress of any decision made relating to a possible breach of the rules under the school's appeal process.

## EXTENSION REQUESTS

- All work must be handed in on time. If you think you might be eligible for an extension of time or a change-of-date for an assessment you must make a formal written application on the Extension Request Form.
- An application must be made within five school days after the assessment date. Approval for extensions will be given for illness, incapacitating injury or family bereavement. A doctor's certificate will be required for illness or injury absences of three or more days.
- An extension of time or change of date for assessed work can only be given by John Allpress, Deputy Principal and Principal's NZQA Nominee. You can obtain an Extension Request Form from John Allpress or click on this link and print an Extension Request Form

### School Sports and Cultural Trips

- School sport and cultural trips as well as trips with regional or national teams need to be applied for at least five days before the event.
- If you are involved in a national or regional sports trip part of the process of gaining an extension is to complete the correct leave application forms.
- Late work will not be accepted by the teacher unless the above procedure has been completed.

## GRADE APPEALS

- The teacher will allow you to check that you agree with your grade. If you think that work has been incorrectly graded you can ask the teacher to reconsider.
- The teacher should explain the grade and make any necessary alterations. If the assessing was done by another teacher in the department, that teacher must be consulted.
- If you are unhappy with the teacher's explanation, you may ask the Head of Department (HOD) for a second opinion, using an Assessment Grade Appeal form. This must be done within five school days of the work being handed back.
- If you disagree with the HOD's decision, you may ask the Deputy Principal to consider the case.
- You can obtain an Grade Appeal Form from John Allpress, or click on this link and print the Grade Appeal Form

## RESUBMITTING PART OF AN ASSESSMENT

- A resubmission may be offered if you have made mistakes that you should be capable of discovering and correcting on your own. Where this is not possible, however, a further assessment opportunity may be given if it is practicable to do so.
- A resubmission will be limited to specific parts of the assessment and no more than one resubmission can be provided per assessment opportunity.

## A SECOND ASSESSMENT OPPORTUNITY

- You may have one further assessment opportunity in a standard where it is practicable and manageable to do so.
- Standards that are available for a second assessment opportunity will be indicated at the start of the year on the course outline / assessment statement issued by each department.
- You will be awarded the higher grade achieved over both opportunities.
- If you do not sit the first assessment, and do not have an acceptable excuse for your absence, you will not be permitted a second assessment opportunity in that standard.
- A 'Not Achieved' must be reported if you had an adequate first assessment opportunity but failed to take that opportunity.

## SPECIAL ASSESSMENT CONDITIONS (SAC)

- Sarah Barrett-Hamilton is our Special Education Needs Coordinator (SENCO). She ensures that students who require Special Assessment Conditions (SAC) have these available.
- If you have applied for a Special Assessment Condition (SAC), and it has been approved by NZQA, you may be given assistance from a reader or writer; extra time; larger print size on written exams; written and/or oral feedback appropriate to your needs; an appropriate place for you to sit in the classroom; or Teacher Aide hours, if they are available.
- Sarah will inform you and your teachers regarding any approved Special Assessment Conditions (SAC) that may apply.

## WITHDRAWING FROM A STANDARD

- Withdrawing from a standard requires the permission of your family, recommendation of your subject teacher, and, preferably, a three-way parent/student/teacher conversation.
- Withdrawal from a standard is designed to enable you to focus more on passing other standards in a course, especially if you are having difficulty coping.
- If you wish to withdraw from an internal or external standard you should seek the guidance of your subject teacher, academic counsellor and/or dean.
- Similarly, a teacher wishing to recommend a withdrawal from a standard must discuss the situation with you before any recommendation can be made.
- You must continue to attend classes and meet course requirements even though you may have withdrawn from one or more standards.

## PRIVACY OF INFORMATION

- In line with the Privacy Act, your personal information, work and results will remain confidential throughout all assessment procedures. No other student may see your personal information, work or results without your permission.
- You will be required to check that your results are accurate. The subject department must ensure that your grades and information are private to you.
- When checking the accuracy of records, you will have access to your grades only, and not those of others.
- A teacher must ask your permission to use samples of your assessment work. The school must ensure that remain anonymous.

## REPORTING TO FAMILIES

- The school will make every effort to ensure that parents/caregivers are informed of relevant assessment and qualifications information.
- There will be an assessment, study and careers information evening for families of Year 11 students in Term 1.
- All students and their families will receive progress reports in Terms 1, 2 and 3. These will focus on learning behaviours and will be accompanied by updated results on the parent portal.
- In Term 4, students and their families will receive summative reports. These will include written comments by the form teacher on the student's participation in the life of the school, and comments by subject teachers on the student's engagement in learning, academic progress and achievement.
- Anyone who does not have email access, or who makes a request, will be sent paper copies of reports and results.
- This will be in addition to the Parent-Student-Teacher meetings (Year 11) in Term 2, and Terms 1 and 3 (all students). Parent-Student-Teacher report nights are held in Term 1 (one night) and Term 3 (over two nights).

## PRACTICE EXAMS

- The practice exams occur in Terms 2 and 3 and are important as preparation for the externals in November and December.
- The Term 3 exams may be used to decide derived grades if you suffer an illness, injury or bereavement of a close family member during or immediately prior to the final NCEA external exams. Therefore, these exams will be moderated and check marked.

## EXTERNAL ASSESSMENT

### Portfolios

- A number of standards are assessed externally – in other words, not by your teachers. A few of these (Technology, Visual Arts and Design and Visual Communication) require you to submit a portfolio or collection of work.

### Examinations

- Most subjects have NCEA examinations during November and December, which are written and marked by teachers contracted to NZQA.
- All candidates for a standard will sit the same examination at the same time. All scripts will be marked by a team of trained markers. There is one paper for each standard.
- When you enter the exam room you will find a pack waiting for you with the exam papers for the standards you are sitting. While you and the person beside you may be sitting the same subject, you may be entered for different standards. This will have been decided between the teacher, your family and you earlier in the year.
- You will have a pack of papers, each of which have your name, NSN, and a bar-code printed on the front cover. These allow your answer script to be tracked and your marks accurately recorded against your name.

## EXTERNAL EXAMINATION RULES

By entering for NZQA external assessments you have agreed to obey all the examination rules and procedures and comply with the decisions of NZQA.

- You must not be dishonest or break the rules in any way.
- You must listen to and follow the instructions of the supervisor.

### You must not:

- take any blank or refill paper, correcting fluid, books, written notes or electronic notes into the exam room;
- take English, Te Reo or foreign dictionaries or translators into any exams;
- talk to, communicate with, or do anything to disturb other candidates during the exam;
- copy from another candidate's work;
- write a personal message to the marker or write in the part of the answer booklet labelled "For assessor's use only";
- take cellphones or pagers into the exams;
- take any electronic devices (such as iPods, MP3 players) except approved calculators into the exam room; nor
- try to leave the exam room within the first 45 or the last 15 minutes of the exam.

**If you break any examination rules NZQA will investigate and may cancel your results.**

## EXAM DAYS

Arrive early – at least 20 minutes before the exam starts. Find out which is your exam room.

If you are more than 30 minutes late you will NOT be able to enter the exam room.

In the exam room:

- Sit at the desk where you are told to sit
- Check all the answer booklets have your NSN and Exam Code on them and are listed on your Admission Slip
- When you are told, check that all the pages in each exam paper are printed correctly
- If you have any problems put up your hand up
- You cannot leave the exam room in the first 45 minutes or the last 15 minutes of the exam
- If you leave the exam early you are not allowed to return
- You must not take your answer booklets out of the exam room.

## WRITING YOUR ANSWERS

- Follow all the instructions on the front cover of the exams.
- Use only black or blue pens.
- Do not use red or green pens because these are used by the markers.
- Do not write in pencil unless instructed to do so. Work in pencil will not be looked at if you apply for a review or reconsideration.
- Write neatly so the marker can read your answers.
- All work that is not to be marked must be clearly crossed out.
- Do not use correcting fluid (Twink) in your answer booklets because they will not be looked at if you apply for a review or reconsideration.
- Extra paper will only be provided if the answer booklet is filled up.

## EXAM MATERIALS

### Correct Equipment

- You have to take your own equipment such as pens, pencils, approved calculator and eraser to the exams.
- Do not bring any blank or refill paper. You may not borrow equipment from someone else during the exam.
- For some subjects you will need special materials: For details of special materials check the assessment specifications on the NZQA website. [www.nzqa.govt.nz/ncea2/assessment/specifications/index.html](http://www.nzqa.govt.nz/ncea2/assessment/specifications/index.html)
- You are responsible for taking the correct equipment to the exam and making sure that it is working.
- All work for these standards must have your NSN printed on the top right-hand corner of each page. Any pages sent for marking without a printed NSN will not be marked.
- Staple all work for each separate standard carefully in the top left-hand corner. Place the work for each standard in the plastic bag provided and fold closed.

### Use of Calculators

- You may take an approved calculator into the examination room for subjects where you have used a calculator during the year. Calculators must be silent, handheld, non-printing and work from their own power.
- You cannot keep notes or routines in the memory of calculators. Teachers will clear calculator memories before you enter the exam room.

## END OF THE EXAM

### Follow Instructions

- Stop writing and add nothing more when the supervisor tells you the exam has ended.
- Follow the instructions of the supervisor.
- Label any extra pages used and put them with the answer booklet for the standard into the plastic bag provided and fold closed.
- You can keep resource booklets and separate question booklets. Hand in combined question and answer booklets.
- Hand in everything else to the supervisor.
- Take from the exam room the equipment you brought in.
- You must make sure that all material that you want marked is handed to the supervisor before you leave.

## FINANCIAL ASSISTANCE

- Financial assistance is available to all eligible students who are entering standards on the National Qualifications Framework (NQF).
- Most community services card holders are eligible for assistance. Families must fill out a Financial Assistance Form, available from Accounts at the school.
- If you wish to apply for financial assistance you must have the form completed and returned to the school by the due date. Late applications cannot be processed by NZQA.

## INFORMATION FROM NZQA'S WEBSITE – WWW.NZQA.GOV.T.NZ

### Understanding NCEA

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/>

### Course Endorsements

<http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/managing-national-assessment-in-schools/course-endorsement/>

### NCEA Rules and Procedures

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-rules-and-procedures/>

### Results Publication

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/results-publication/>

### Getting Results Online

<http://www.nzqa.govt.nz/about-us/publications/qa-news/archive/december-2011/guide-to-online-results/>

### Reviews and Reconsiderations

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/ncea-results/reviews-and-reconsiderations>

### University Entrance

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

### Approved Subjects for University Entrance

<http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/secqual/approved-subjects-ue-maths-and-stats-science-and-tech/>

### Literacy Requirements for University

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements-for-university-entrance/>

### Scholarship

<http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship>

## NZQA FEES (INCLUDING GST)

- Domestic student entry for all NCEA standards and 3 scholarship subjects = \$76.70 per year
- Domestic student entry for an additional Scholarship subject = \$76.70 per subject
- International student entry to NCEA standards = \$383.30 per year
- International student entry to Scholarship subjects = \$102.20 per subject

## OTHER NZQA FEES

- Search and confirmation of past results = \$25.60
- Application for reconsideration of NCEA = \$20.40 per standard
- Application for reconsideration of Scholarship paper = \$30.70 per subject
- Return of Level 3 Art portfolios to overseas addresses = \$102.20 per portfolio
- Issuing a copy of a student's record of achievement or School Results Summary = \$15.30
- Reprint of certificates for NCEA Levels 1, 2 or 3 = \$15.30
- Return of assessment material to overseas addresses = \$30.70
- Processing fee for late entries for standards by NCEA secondary school candidates = \$50.00



# GREEN BAY HIGH SCHOOL

## FORM: AUTHENTICITY OF STUDENT WORK

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| <b>Student Name</b> |  | <b>Form Class</b> |  |
|---------------------|--|-------------------|--|

|                            |  |                |  |
|----------------------------|--|----------------|--|
| <b>Subject &amp; Level</b> |  | <b>Teacher</b> |  |
|----------------------------|--|----------------|--|

|                         |  |
|-------------------------|--|
| <b>Assessment Title</b> |  |
|-------------------------|--|

- I understand that if I am suspected of having submitted work that is copied (not my own) or have given my work to another student I will be investigated for a breach of the school's and NZQA's rules, my family informed, and that I may receive a Not Achieved for the assessment with no chance to resubmit or be offered a second assessment opportunity in the standard.
- If I have been found to have breached the rules and knowingly, fraudulently or unwittingly gained an advantage a 'Not Achieved' grade must be reported for the assessment of the standard.
- I have the right to an appeal to John Allpress, Deputy Principal / Principal's NZQA Nominee, of any decision made relating to a possible breach of the rules under the school's appeal process.

I have read the statement above and understand that the work I hand in for assessment purposes must be my own.

|                          |  |
|--------------------------|--|
| <b>Student signature</b> |  |
|--------------------------|--|

|                                   |  |
|-----------------------------------|--|
| <b>Parent/caregiver signature</b> |  |
|-----------------------------------|--|

|             |  |
|-------------|--|
| <b>Date</b> |  |
|-------------|--|



# GREEN BAY HIGH SCHOOL

## FORM: EXTENSION REQUESTS

Unless there are unexpected circumstances (illness, injury or bereavement etc) your application should be made at least three school days before the assessment date.

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| <b>Student Name</b> |  | <b>Form Class</b> |  |
|---------------------|--|-------------------|--|

|                            |  |                |  |
|----------------------------|--|----------------|--|
| <b>Subject &amp; Level</b> |  | <b>Teacher</b> |  |
|----------------------------|--|----------------|--|

|                         |  |
|-------------------------|--|
| <b>Assessment Title</b> |  |
|-------------------------|--|

|                   |  |                     |  |
|-------------------|--|---------------------|--|
| <b>Start Date</b> |  | <b>Hand-in Date</b> |  |
|-------------------|--|---------------------|--|

Reason for Extension/Date Change Request (please tick the appropriate box)

| Illness   | Injury  | Bereavement                     | School-approved Trip / Activity | Other         |
|---|---|---------------------------------|---------------------------------|---------------|
| Note supplied   | Note supplied   | Note or other evidence supplied | Trip / Activity:                | Note supplied |
| <b>Medical Certificate</b><br>(absent 3 or more days) | <b>Medical Certificate</b><br>(absent 3 or more days) |                                 |                                 |               |

|                          |  |                                   |  |
|--------------------------|--|-----------------------------------|--|
| <b>Student signature</b> |  | <b>Parent/Caregiver signature</b> |  |
|--------------------------|--|-----------------------------------|--|

Subject Teacher: Please tick Option 1, 2 or 3 to indicate the assessment conditions required and the date this is to be done.

|  |  |  |
|--|--|--|
| <b>Option 1</b><br>The assessment can be completed during lunchtime, Wednesday, period 5, or after school (e.g., Homework Centre):<br><b>Date:</b> | <b>Option 2</b><br>This assessment can take place in the teacher's class on:<br><b>Date:</b> | <b>Option 3</b><br>This is a practical assessment, or an assessment that can be completed outside school and handed in by:<br><b>Date:</b> |
|--|--|--|

|                          |  |                     |  |
|--------------------------|--|---------------------|--|
| <b>Teacher signature</b> |  | <b>Teacher code</b> |  |
|--------------------------|--|---------------------|--|

|                               |
|-------------------------------|
| Approved / Declined (reason): |
|                               |

|                                 |  |
|---------------------------------|--|
| <b>Principal's NZQA Nominee</b> |  |
|---------------------------------|--|

|            |         |     |                 |
|------------|---------|-----|-----------------|
| Copies to: | Student | HOD | Subject Teacher |
|------------|---------|-----|-----------------|



# GREEN BAY HIGH SCHOOL

## FORM: GRADE APPEALS

|              |  |            |  |
|--------------|--|------------|--|
| Student Name |  | Form Class |  |
|--------------|--|------------|--|

|                 |  |      |  |
|-----------------|--|------|--|
| Subject & Level |  | Date |  |
|-----------------|--|------|--|

|                  |  |  |  |
|------------------|--|--|--|
| Assessment Title |  |  |  |
|------------------|--|--|--|

|                         |  |  |  |
|-------------------------|--|--|--|
| Date Handed Back To You |  |  |  |
|-------------------------|--|--|--|

|                    |  |  |  |
|--------------------|--|--|--|
| Reason for Appeal: |  |  |  |
|--------------------|--|--|--|

|                  |  |  |  |
|------------------|--|--|--|
| HOD/TIC Decision |  |  |  |
|------------------|--|--|--|

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

|                                   |  |  |  |
|-----------------------------------|--|--|--|
| Principal's NZQA Nominee Decision |  |  |  |
|-----------------------------------|--|--|--|

|                                   |  |      |  |
|-----------------------------------|--|------|--|
| Principal's NZQA Nominee Decision |  | Date |  |
|-----------------------------------|--|------|--|

|       |  |  |  |
|-------|--|--|--|
| Grade |  |  |  |
|-------|--|--|--|

|   |  |  |  |
|---|--|--|--|
| I accept that this appeal has been properly investigated and that the allocated grade is final. |  |  |  |
|---|--|--|--|

|                   |  |      |  |
|-------------------|--|------|--|
| Student Signature |  | Date |  |
|-------------------|--|------|--|