



Assessment Grade Appeal form 2026

Any student who feels their work has been undervalued can use this form to request a reconsideration of their grade by their teacher, HoD or external verifier. At first instance, it goes to the subject teacher within 5 school days of receiving a grade. If there is no resolution, the matter will be looked after by the HoD or an external verifier.

Part A: To be completed by student

Student Name:

Year Level:

Course: Standard Number: Assessment Date:

Assignment Title:

Grade Received

Target Grade

Please select the reason(s) for your appeal.

- Calculation Error: *There was a mathematical error in totaling my marks.*
- Assessment Criteria: *I believe my work meets the criteria as defined in the rubric.*
- Missing Feedback: *Specific sections were marked down without clear explanation.*
- Other reasons

Please explain the reason for your appeal.

Student Declaration: I request a formal review of my grade for the assessment listed above. I understand that a review can result in my grade remaining the same, being raised, or being lowered, if an error in my favor is discovered.

Student Signature: Parent Signature (optional):

Date:

Please hand this form to your subject teacher with any supporting document such as assessment paper, assessment rubric, exemplars, your draft work, etc.

Part B: To be completed by the subject teacher.

To maintain the integrity of our results, Tamatea High School ensures all student work is assessed fairly, consistently, and in full accordance with academic standards.

Next Steps: As the subject teacher, you should/ could:

1. Meet and discuss with the student

- Provide Clarification: Explain the marking criteria, judgement statements, and how the final grade was determined.
- Initial Review: If a mistake is identified during this discussion, you can make alterations to the result immediately.

Resolved: Yes/ No Grade given: Target Grade: Final Grade:

If the student remains unsatisfied, direct them to the Head of Department (HOD) or subject specialist. They will re-mark the work and provide a decision in a timely manner. External marking may be required if internal assessment capacity is limited.

2. Refer to HoD or external verifier.

- Consult with HoD: If the marking was completed by another teacher, you must consult them before making changes.

Resolved: Yes/ No Grade given: Target Grade: Final Grade:

If the student is still unsatisfied, please direct the student to the Principal's Nominee with all relevant documents and evidence.

3. Refer to Principals Nominee

- Final Escalation: If the dispute continues, the Principal's Nominee will investigate. NZQA moderators will be requested for their feedback.

The decision from NZQA will be final. Final Grade:

Please hand this form to the Principal's Nominee, Mr S Kumar, for record keeping purposes.