

## School Policy on SBA Appeal

### **Preambles**

1. Students' initial queries in marking and calculation are not regarded as appeals. If these queries can be settled or agreed upon by both the subject teacher and the student, no further actions need to be taken.
2. The subject panel decides when to accept the appeal application.
3. The first appeal is considered when a student's queries on marking or marks could not be settled or agreed upon by subject teacher and the student. The student should use a standardized form (entitled **SBA Appeal Form**) to lodge the first appeal.
4. The **assessment** will then be rechecked according to the assessment criteria and marking scheme by the subject-based committee. The assessment may result in **upgrading or downgrading** of the original assessment/assignment score/ grade.
5. All requests under the appeal policy and procedure will be treated impartially and confidentially and will not impact in any way on future assessment decisions on individual cases.
6. The Academic Committee is responsible for overseeing and managing the administration of the appeal process, including monitoring the progress of appeal reviews and ensuring time scales are adhered to.
7. Unless it is otherwise stated in the SBA policy of individual subjects, this policy serves as a general guide to handle queries against assessment decisions.
8. Academic Committee reserves the right to refuse applications for any appeals that do not satisfy the requirement.

## Procedure for Handling Appeals

Students who wish to lodge an appeal for SBA marks should take action as follows:

Time Frame	Action
Within 3 school days after unsettled initial query	Student lodges the first appeal to Academic committee using <b>SBA Appeal Form</b> .
Within 10 school days after receiving the appeal application.	<ol style="list-style-type: none"><li>1. A subject-based committee is to be set up, the committee should consist of the subject panel and one representative from Academic Committee.</li><li>2. The committee organises a meeting to investigate the case and to decide on actions to be taken:<ol style="list-style-type: none"><li>a) Listening to the points raised by the students,</li><li>b) Listening to the views and justifications provided by the subject teacher,</li><li>c) Assigning a third-party (e.g. panel head or another teacher) to re-assess the work according to the assessment criteria and marking scheme. The remarking may result in upgrading or downgrading of the original assessment/assignment score/ grade.</li></ol></li><li>3. The appeal result is reported to and seek approval from Academic Committee</li><li>4. The student will be informed of the appeal result by Academic Committee</li><li>5. The decision is final. No further appeal will be considered.</li></ol>