

A student has the right to appeal the course mark or assessment of progress provided by the teacher.

Procedures

1. Students wishing to appeal a course mark or assessment shall contact the teacher directly to discuss the assessment and attempt to resolve any areas of disagreement within two weeks of having received the mark or program placement.
2. If the disagreement has not been resolved, the student shall within one week of having met with the teacher, appeal to the principal in writing describing the nature and basis for the appeal, and the student's expectations from the appeal.
3. The Principal will acknowledge receipt of the appeal and advise the student of the expected date of a decision.
4. The Principal shall investigate the circumstances involving the appeal in the following manner:
 - 4.1 Arrange for a personal hearing by the student;
 - 4.2 Consult with the teacher involved;
 - 4.3 Analyze the assessment instrument and procedures;
 - 4.4 Review the Administrative Procedures dealing with student evaluation;
and
 - 4.5 Assess the fairness and reasonableness of the assessment and the appeal.
5. The Principal will communicate the decision on the appeal to the student and the teacher in writing and identify the basis for the decision.
6. Should the student remain dissatisfied with the decision of the Principal, the student may appeal directly to the Superintendent.
 - 6.1 The student shall submit the appeal to the Superintendent in writing and provide the basis for the appeal and include any document related to the appeal.
7. The Superintendent may establish an appeal committee, if deemed necessary, consisting of third party creditable experts in the area of student evaluation not involved in the case.
8. The appeal committee shall:
 - 8.1 Arrange to meet with the student and with the teacher;
 - 8.2 Review the circumstances and material relevant to the appeal; and

- 8.3 Submit a written report to the Superintendent containing their findings and recommendations.
9. The Superintendent shall review the report of the appeal committee and make a decision. The decision of the Superintendent shall be final and shall be communicated to the student and teacher in writing.

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