

## REVIEW OF RESULTS

Students in years 9 and 10 are assessed in the high school they attend. They can request a review of any assessment that is made.

Each school has procedures for dealing with reviews. A system of review of grades and/or marks is available to students, as follows:

1. Student requests a review from the teacher.
2. Student requests a review from the head of the school department.
3. Student requests a review from the school principal.

## APPEALS

If a student is dissatisfied with the result of the high school review process, they may appeal to the Chief Executive of the Department.

An appeal may also be made against a principal's decision not to award an ACT Year 10 Certificate.

Appeals to the Department should be made in writing as soon as possible after notification of the school's review decision.

### Procedures for lodging an appeal with the Department

1. Students may appeal a school's review decision in circumstances where the student can produce information that the assessment procedures and/or the school's review procedures:
  - have not been followed
  - have been applied unfairly or incorrectly OR
  - are unreasonable.
2. If a student wishes to appeal a school's review decision, the appeal must be made within one month of the school review. Consideration of the appeal will take place as soon as practicable after it is received.

These appeals should be forwarded through:

*Educational Performance and Reporting Section  
Department of Education and Training  
GPO Box 158  
Canberra ACT 2601*

3. A student appealing his/her assessment must provide the following:

- student name, student ID number and school attended
- the aspect of the assessment to be appealed
- a statement that the student has had the issue reviewed by the school
- a statement indicating the reason for the appeal to the Department.

4. The Educational Performance and Reporting Section will assess the appeal and, if it satisfies the specified requirements for the lodgement of an appeal, a panel will be convened.

5. The Section will then advise both the student and the school concerned whether the appeal will proceed and if so, the time, date and venue.

### The Appeal Process

1. The appeal will be conducted by a panel consisting of the Chief Executive's nominee, who shall chair the meeting, a high school principal and an executive teacher (none of whom shall come from the appellant's school).
2. When the appeal panel meets to receive evidence, it will use the following procedures:
  - a) the student has the right to be present and may be accompanied by another person in the role of 'counsellor'
  - b) other parties to the appeal may also be present
  - c) the student will normally be asked to present his/her case first, the school representative to present the school's case next and then the student given the opportunity to add further information
  - d) parties may seek clarification of issues through the chairperson.
3. After receiving the evidence, the appeal panel will meet to consider the matter and make a recommendation to the Chief Executive.

The Chief Executive's decision will be forwarded to the student and school in writing within 28 days of the decision.



Education and Training

# CERTIFICATION

YEAR 10 CERTIFICATE  
AND THE APPEALS PROCESS

## HIGH SCHOOL EDUCATION

In the ACT, curriculum development is school-based and is supported by system curriculum documents. All high schools offer courses from year 7 to year 10.

## THE AUSTRALIAN CAPITAL TERRITORY YEAR 10 CERTIFICATE

The range of courses offered in ACT public and non-government high schools is approved by the board of each school.

The ACT Year 10 Certificate is issued to students who have successfully completed an approved program of study to the end of year 10.

Successful completion includes academic performance, attendance and conduct. The principal of the school makes the decision on the awarding of the ACT Year 10 Certificate.

## HIGH SCHOOL RECORD

A High School Record is issued by the school and lists courses undertaken and grades earned by a student in years 9 – 10. A High School Record will be issued to students who are transferring to another school within the ACT or leaving the ACT system.

Students who are not eligible to receive the Year 10 Certificate, will be issued with a High School Record.

## ASSESSMENT

Assessment procedures and the grading of student achievements are determined by each individual school.

Schools choosing to provide various levels of difficulty in their courses indicate the level studied on the student's certificate. Schools using more than three levels of difficulty for a course of study may use an appropriate description in the course title, using the numbers 1, 2 and 3, where 1 is the highest and 3 is the lowest, e.g. Mathematics (Level 1).

**SN** Indicates a level of difficulty in an individual program for a student with special needs

The grades used by schools are:

- A** Outstanding Achievement
- B** High Achievement
- C** Sound Achievement
- D** Limited Achievement
- E** Very Limited Achievement

Grades are not subjected to moderation and therefore comparison of student achievement between schools is not appropriate.

Other possible grades for vocational education and training courses are:

- P** Satisfactory standard
- U** Unsatisfactory standard

Schools may also award:

- S** Status awarded for units completed at another school or because unavoidable circumstances have prevented assessment, e.g. illness, recent arrival.

Explanatory statements with the certificate may also be provided.

## INFORMATION

Further information is available from the:

*Educational Performance and Reporting Section*  
Department of Education and Training  
GPO Box 158  
Canberra ACT 2601

Ph: 02 6205 9498  
Fax: 02 6205 8353

<http://www.det.act.gov.au>



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