

## 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. A 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.
3. The **whole paper** will then be re-marked according to the assessment criteria and marking scheme. The remarking may result in **upgrading or downgrading** of the original assessment/assignment score/ grade.
4. 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.

### Procedure for Handling Appeals

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

	<b>Time Frame</b>	<b>Action</b>
<b>First Appeal</b>	Within <b>3</b> school days after unsettled initial query	Student lodges written 1 <sup>st</sup> appeal handing in to subject teacher using <b>SBA Appeal Form</b> .
	Within <b>7</b> school days after receiving the 1 <sup>st</sup> Appeal	<ol style="list-style-type: none"> <li>1. Subject teacher remarks the whole paper according to the assessment criteria and marking scheme. The remarking may result in upgrading or downgrading of the original assessment/assignment score/ grade.</li> <li>2. The teacher informs student of the remarking result using the standardized form entitled SBA Appeal Result Notice.</li> <li>3. Possible Outcomes: <ul style="list-style-type: none"> <li>Scenario 1: Re-assessment marks <u>accepted</u>, appeal case closed.</li> <li>Scenario 2: Re-assessment marks <u>not accepted</u>, student may lodge a second appeal.</li> </ul> </li> </ol>

	<b>Time Frame</b>	<b>Action</b>
<b>Final Appeal</b>	Within <b>3</b> school days upon receiving the 1 <sup>st</sup> Appeal result	Student lodges a written final appeal with parent's signature handing in to subject teacher.
	Within <b>10</b> school days after receiving the appeal application	<ol style="list-style-type: none"> <li>1. Subject panel calls a meeting to investigate the case and to design action to take;</li> <li>2. The meeting should be attended by <ul style="list-style-type: none"> <li>• principal or her designate</li> <li>• panel head</li> <li>• subject teacher</li> </ul> </li> <li>3. Possible actions to take: <ul style="list-style-type: none"> <li>• listening to the points raised by the student,</li> <li>• listening to the views and justifications provided by the subject teacher,</li> <li>• assigning a third-party(e.g. panel head or another teacher) to re-assess the work,</li> <li>• asking the student to complete a task of similar nature for verification,</li> </ul> </li> <li>4. The student will be informed of the appeal outcome in writing using <b>SBA Final Appeal Result Notice</b>.</li> <li>5. The decision is final. No further appeal will be considered.</li> </ol>

## St. Mary's Canossian College SBA Appeal Form

Subject : \_\_\_\_\_ Year of HKDSE Examination: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Class No: \_\_\_\_\_

Subject Teacher: Mr/Ms\* \_\_\_\_\_

*\* Delete as appropriate*

**The Request** *(Tick the appropriate box)*

**Remarking my SBA Task:**

*(Remarking may result in upgrading or downgrading of the original score.)*

Assignment/ Assessment Type:	
Assignment/ Assessment Title :	
Submission / Assessment Date	
Return Date of Assignment/ Assessment:	

**Others** *(please specify):* \_\_\_\_\_  
\_\_\_\_\_

**Supporting reasons for the request :**

Supporting documents attached

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SBA Appeal Acknowledgement Form**

*(to be kept by student)*

To : \_\_\_\_\_ F. \_\_\_\_\_ ( )

From : \_\_\_\_\_ (Subject Teacher)

This is to acknowledge receipt of your appeal application dated \_\_\_\_\_.

The outcome of the appeal will be made known to you within 7 school days.

**Teacher's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_