



Appeal Process

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The appeal process must be fair, without compromising the integrity of the assessment process. You, or your external academic partner, must allow at least seven working days from the release of assessment results for students to submit an appeal for results/awards and to release appeal results within a reasonable time from the date of appeal.

3.1 Students who have not passed their modules may submit an appeal for review of results using Results Appeal Form through the Office Manager giving their reasons. This appeal must be submitted within 7 working days from the release of final assessment results, together with payment of the required fee.

3.2 The Office Manager passes the Appeal Form to the Vice Principal, who then discusses with the teacher concerned and the Principal. The Vice Principal then submits the original final assessment results, the student's appeal and his reasons given, and the outcome of the team discussion to the Exam Board for decision.

3.3 The Vice Principal communicates the decisions of the Exam Board to the Office Manager, who updates the records and informs students of the outcome of their appeal.

3.4 IIS releases the appeal results within 4 weeks from the official date of release of the final assessment results.

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