**Application for Assessment Review Letter **

***Student to Complete***

*(Insert date)*

Dear *(Insert Head of Learning Area name)*

I am writing to request a review of*(insert name/description of assessment task)***.**

The reason why I am requesting a review is *(insert reason why you are requesting this review)*

**I understand** *that procedures for assessment review are available when it is believed that the School has not followed the documented assessment policy, resulting in inaccurate assessment and possible disadvantage.*

**I understand** *the marking of individual tasks and allocation of grades is not subject to appeal within the Assessment Review Process and such matters should be resolved through consultation with the class teacher and/or the Head of Learning Area*.

Thank you for considering my request.

Kind regards

*(Insert your/student name)*

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***HOLA to Complete***

**Has an assessment review been granted? yes no**

**Details if applicable**

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**HOLA’s signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_