



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

GRADE APPEAL POLICY



1.0 POLICY PURPOSE

This policy aims at providing guidelines to process an appeal for aggrieved students (or their parents) who wish to appeal end of term or end of year grades.

2.0 GENERAL STATEMENT OF THE POLICY

The scope of this policy relates to matters where a student/parent wishes to appeal the grades of end of the term or end of the year. It consists of the processes that should be followed, the investigation and the resolution of an appeal.

General Rules:

- Only the Exam grades submitted by the teacher at the end of the term/year can be appealed, other grades obtained from other assessment methodology cannot be appealed using this process.
- The student must file a written grade appeal within seven (7) calendar days starting from the date the grades was posted.

3.0 POLICY PROCEDURES

- 3.1 The process begins with a parent/student fills in an appeal form (provided by the front desk & the school website). She/he should explain the reason beyond questioning the fairness of the grade. This process should take place within seven days starting from the day the grades was posted. (Appendix-1: Grade Appeal Form)
- 3.2 A copy of the form should be submitted to the front desk in addition to an appeal fees charge which is equal to 10 BD per subject.
- 3.3 The receptionist is responsible to forward all the appeals to the Principal.
- 3.4 The Principal will form an Appeal Committee to review the grades. The committee should consist of the school Deputy Head, the coordinator, phase leaders, and teachers (other than the one who is teaching the subject).
- 3.5 The committee is responsible to review the grade markings and recording process.
- 3.6 As a result of the grades review, the committee issues one of the following recommendations:
 - 3.6.1 The grade should remain unchanged, as it was assigned in an equitable and valid manner.
 - 3.6.2 The grade should be changed. In this case, the committee must provide a written explanation of this finding to the Principal.
- 3.7 The Principal will recommend an administrative change of grade to the coordinator.
- 3.8 The coordinator will be responsible to change the grade.
- 3.9 If a student's grade changed based on an appeal process, then the fees should be returned to the student.