



REPORT ON THE OUTCOME OF THE PROGRESSION/PROMOTION APPEAL 20.../20...

APPEAL NUMBER (for district use)	
SCHOOL	
CIRCUIT	
SURNAME AND NAME OF LEARNER	
GRADE	
DATE OF COMPLETION	

A. BACKGROUND: Parent motivation

--

B. REPORT SUMMARY: List subjects not meeting the progression guidelines/promotion requirements

Subject	Percentage (%) required	Percentage (%) obtained

C. RESPONSE FROM SCHOOL: Principal motivation (according to part b on appeal form)

--

*** DOCUMENTS TO BE PRESENTED**

D. EVIDENCE & PROCESSES		Y	N	COMMENTS
1.	Copy of schedule and Terms 1–4 report for the learner			
2.	Copy of learner's report			
3.	All learner evidence of assessment included (indicate tasks that are outstanding)			
4.	Master copies of all Formal Assessment Tasks (FATs) and marking guidelines			
5.	All FATs administered according to the programme of assessment			
6.	Evidence of (recorded) interventions			
7.	All FATs correctly transcribed onto record sheet			
8.	Schedules reflect accurate term performance on record sheets			
9.	Absenteeism principle (with or without valid reasons) applied correctly and supported by evidence e.g., medical certificates			

E. DISTRICT FINDINGS OF THE INVESTIGATION

F. CONCLUDING FINDINGS OF THE APPEALS INVESTIGATION: (Delete whichever is not applicable)

Comments of the learner's performance throughout the year:

Complete only if applicable:

It is clear from the learner's performance throughout the year that the learner was at risk in the subject(s) across all the three terms.

Subject	Term 1	Term 2	Term 3	Term 4	Final %

After the review process the final mark for (subject) remains the same. /

After the review process the final mark for (subject) changed from% to%

G. FINAL DISTRICT RECOMMENDATION: (Delete whichever is not applicable)

The appeal is upheld, i.e., the learner **will be** allowed to progress or be promoted to the next grade.

The appeal is overruled, i.e., the learner **will not** be allowed to progress or be promoted to the next grade.

DESIGNEE/OFFICIAL	NAME AND SURNAME	SIGNATURE	DATE
Investigating official			
Assessment and Examination coordinator			
District director			

Other issues which may have influenced learner performance: