



**EVIDENCE REQUIRED TO CONDUCT THE APPEALS PROCESS AT SCHOOL AND DISTRICT LEVEL**

Schools must include this control sheet for every appeal referred to the district

Name of school: .....

Description	Yes/No or N/A
a) Appeals form ( <b>Annexure A</b> ), signed and dated by all role players ( <b>including part 3</b> )	
b) Appeals investigation report form ( <b>Annexure C</b> )	
c) A signed copy of the learner's report with results for all four terms	
d) A copy of the <b>schedule page</b> with the results per subject per term <b>for the learner</b>	
e) A copy of the <b>original and the amended record sheet page</b> (where applicable) that reflects the learner's marks for the affected subject(s) for all the Formal Assessment Tasks (FATs) of the year. This is to verify that marks were correctly transcribed.	
f) Master copies of the specific FATs and marking guidelines/memoranda as set by the teacher as well as evidence of internal moderation, where applicable, for the specified subject(s)	
g) Portfolio of Evidence of Learner Performance for the learner for the specific subject(s). The portfolio must be re-marked by a departmental head/subject head or another subject teacher prior to submission to the district appeals committee.	
h) Evidence and/or communication of intervention to parents where applicable	
i) Learner notebooks and/or departmental workbooks in the case of Mathematics and Languages <b>where possible</b> in the <b>Foundation and Intermediate Phases</b>	
<b>ONLY applicable to Computer Applications Technology (CAT) and Information Technology (IT) in the Further Education and Training band</b>	
j) A CD with the assessment data (practical examinations and the Practical Assessment Task) for appeals for CAT and IT	

Initial and surname of phase/grade head		Initial and surname of principal	
Signature of phase/grade head		Signature of principal	
Date		Date	

SCHOOL STAMP