# Appeal of Results for Level 1 and Level 2 Visual Arts Verification

Teachers should see their Principal’s Nominee in the first instance to seek clarification about their verified results and/or online Verification Report. An appeal should be lodged only when there is such a significant difference between the candidates’ provisional and final results that all parties suspect that an assessment or processing error may have occurred.

This appeal process applies only to those portfolios submitted for verification. Schools will continue to manage policies and procedures for work that is assessed on site.

If a teacher wishes to lodge an appeal regarding their verified results and/or Verification Report, they must complete the Verification Appeal Cover Sheet, which is to be signed by the Principal and Principal’s Nominee. The Principal’s Nominee will send A4 colour photographs of each portfolio panel submitted for verification, the original verification results, and the completed cover sheet to NZQA.

For a portfolio board, the Principal’s Nominee will send:

* A4 colour photographs of each portfolio panel submitted for verification
* the original verification results
* the completed cover sheet to NZQA.

For a digital moving image submission, NZQA will have a copy of the file however, the Principal’s Nominee will need to:

* advise NZQA the candidates’ work was a digital submission
* advise the original verification results
* send the completed cover sheet to NZQA.

## Timeline

Appeals must arrive by **Friday, 29 November 2024**. All appeals arriving by this date will be acknowledged by email.

If any results change as part of this process, the results will be changed on the NZQA website and a new Verification Review Report will be written for the school, if required.

## Form

Attached is the Verification Appeal Cover Sheet. Please return this by post or by email:

Post: Geoff Connell, External Assessment, NZQA, PO Box 160, Wellington 6140

Email: Geoff.Connell@nzqa.govt.nz

## Enquiries

Please refer any enquiries relating to appeals to:

Geoff Connell, National Assessment Facilitator, External Assessment

DDI: 04 463 3286 | Email: Geoff.Connell@nzqa.govt.nz

# Level 1 and Level 2 Visual Arts

# Verification Appeal Cover Sheet

Use this form when appealing a verification decision for an achievement standard.

|  |  |  |  |
| --- | --- | --- | --- |
| School/provider name |       | School number |       |
| Standard number |       | Standard level |       |

## Enclosed material

Tick the relevant boxes below of what you are enclosing with this form.

**Either**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | **One clear A4** colour photograph of **each panel** of the portfolio submitted for verification | [ ]  | Original verification results | [ ]  | Reasons for appeal |

**Or**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Confirmation of the Digital Moving Image Portfolio submitted digitally for verification | [ ]  | Original verification results | [ ]  | Reasons for appeal |

## Reasons for appealing the verification decision

Please detail reasons below (attach a separate sheet if necessary).

|  |
| --- |
|       |

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Principal’s nominee |  |  |  |
| Full name |       | Date |       |
| Principal |  |  |  |
| Full name |       | Date |       |

Send this completed cover sheet together with the required material by post or by email:

Post: Geoff Connell, External Assessment, NZQA, PO Box 160, Wellington 6140

Email: Geoff.Connell@nzqa.govt.nz