




Review of Senior High Final Marks

Administrative Regulation 111.1

1. Schools must ensure that students have an opportunity to receive their final marks prior to receiving their report cards.
2. Each school must have a Senior High Final Mark Review procedure that is consistent with the following elements.
 - a. Senior High Final Mark Review must be reviewed based on evaluation criteria established for the specific subject. These criteria are to be communicated to the students early in each course.
 - b. The timeline for requesting a Senior High Final Mark Review must make provision for an appeal that may go beyond the school level in accordance with the *School Act* and Administrative Policy 111 and Administrative Regulation 111, before the last day of school in June.
 - c. The Senior High Final Mark Review is to be initially dealt with at the school level. Students are to be aware of their right of appeal in accordance with the *School Act* and Administrative Policy and Administrative Regulation 111.
 - d. The communication of the decision regarding the review of the Senior High Final Mark must be made by the Principal and must be immediate in order that the student may proceed to the next level if necessary.
 - e. The school must develop a form for use by each student who requests a Senior High Final Mark Review. This form must be kept on file for one year to provide a record of the appeal and the decisions arrived at.
 - f. The form must include provision for the student to explain the reason for The Senior High Final Mark Review.

Reference:	Board Governance Policy EL #4 Delegation of Authority piece School Act section 123, 124, 125 District Policy 132	Approved:	
		Date Approved:	April 3, 2002
Cross-reference:	AP 107, 108, 130, 304, 305, 503	Date(s) Revised:	June 12, 2002, November 2, 2002