

Stage 2 SBC Appeal Submission Form

Formal Appeal

Purpose

This form is used by the Site-Based Coordinator to submit a formal Stage 2 appeal to Pamoja. Stage 2 may be submitted where Stage 1 did not resolve the concern, or where Stage 1 was not appropriate because the concern could not reasonably be reviewed by the Teacher of Record. This form must be submitted within 10 working days of the Stage 1 outcome, or within 10 working days of the relevant decision where Stage 1 is not appropriate.

Submission route

This form must be completed and submitted by the Site-Based Coordinator to academic@pamojaeducation.com, together with all required supporting documentation. Stage 2 appeals submitted directly by students, parents, or guardians will not be reviewed.

1 Section 1: SBC Information

SBC name	
School	
Email address	
Contact number	
Date form submitted	

2 Section 2: Student and Course Information

Student name	
Course/subject	
Teacher of Record	
Assignment/assessment title	

Date of Stage 1 outcome, where applicable	
Date of relevant decision, where Stage 1 was not appropriate	

3 Section 3: Stage 1 Status

Please select one.

- ☐ Stage 1 has been completed and documented. Teacher feedback
- ☐ Stage 1 was not appropriate for this concern.

If Stage 1 was not completed, please explain why Stage 1 was not appropriate:

4 Section 4: Admissibility Checklist

Please confirm the following.

- ☐ The appeal is within the permitted timeframe.
- ☐ The appeal is based on admissible grounds.
- ☐ The appeal does not challenge professional academic judgement alone.
- ☐ Supporting evidence has been provided.
- ☐ Stage 1 documentation has been included, where applicable.
- ☐ Where Stage 1 was not completed, a clear explanation has been provided.

5 Section 4: Grounds for Appeal

Please select all that apply.

- ☐ Misapplication of assessment criteria
- ☐ Procedural error
- ☐ Administrative error
- ☐ Technical issue affecting the assessment outcome

- ☐ New evidence relevant to an academic misconduct decision
- ☐ Approved inclusive assessment arrangements were not applied correctly
- ☐ Adverse circumstances procedures were not followed appropriately
- ☐ Other

If other, please specify:

6 Section 6: SBC Appeal Rationale

1. Clearly describe the decision being appealed.

2. Identify the specific procedural, administrative, technical, or criteria-based concern.

3. Explain how this concern may have affected the assessment outcome.

4. Explain why Stage 1 did not resolve the concern, or why Stage 1 was not appropriate.

5. Explain why the appeal meets the admissibility criteria in the Pamoja Appeals Policy.

7 Section 7: Supporting Documentation Checklist

Please attach all relevant documentation.

- ☐ Student Stage 1 Appeal Form, where applicable
- ☐ Teacher Stage 1 response, where applicable
- ☐ Assignment instructions
- ☐ Assessment rubric/criteria
- ☐ Teacher feedback
- ☐ Student work
- ☐ Screenshots or platform evidence
- ☐ Relevant correspondence
- ☐ Explanation of why Stage 1 was not appropriate, where applicable
- ☐ Other

If other, please specify:

8 Section 8: SBC Declaration

- ☐ This appeal meets the admissibility criteria outlined in the Pamoja Appeals Policy.
- ☐ Stage 1 has been completed in full, where applicable.
- ☐ Where Stage 1 was not appropriate, a clear explanation has been provided.
- ☐ All documentation provided is accurate and complete.
- ☐ I understand that Pamoja will not review appeals submitted directly by students, parents, or guardians.

SBC name	
Date completed	

