



Confirmation of Grades Request

Please print clearly and in CAPITAL LETTERS.

Completed forms must be returned to Student Records and Results Unit, VCAA.

The principal may, following consideration of a student's grades for School-assessed Tasks (SAT) or examinations, request the VCAA to confirm the student's grades. Such requests will only be actioned where a discrepancy exists of at least two grade levels from that which the school expected the student to attain (see Section 14.2 of the *VCE and VCAL Administrative Handbook 2009*). The completed form should be sent to the Student Records and Results Unit, VCAA.

All required information must be provided in order for the request to proceed.

Information required

Student name	Student Number	Study	Study Code	School-assessed Task/Exam	Grade expected	Grade obtained

Principal's name _____

School name _____

VCAA school code

Principal's signature _____

Date ____/____/____

Note: Where a confirmation reveals no error and the student/school is not satisfied with the final reported grade, it is recommended that the student apply for a Statement of Marks. Also, the student should arrange for an inspection of the script at which the teacher should be present.