Young Scientist Awards Program – Appeal Process

Overview

This Science Teachers Association NSW Appeal Process has been designed to make clear our expectations in terms of submitting projects by the due date and time, the parameters by which we will accept an appeal and the process involved in assessing appeals.

It is essential that all students, teachers and supervising adults become thoroughly familiar with the relevant sections of the Young Scientist rules, this policy and the procedures. Parents are encouraged to discuss the Young Scientist rules and guidelines with their son/daughter to ensure that they have an understanding of the processes involved to ensure the fairness, validity and reliability of the statewide Awards program.

Science Teachers Association NSW wants to ensure that the Awards Program is fair and equitable in enabling student achievement levels to be most effectively measured. These procedures are outlined below and it is the responsibility of all students, teachers and supervising adults to understand and comply with these procedures. They are provided to assist students in their preparation and planning for submission of a project by the due date.

Science Teachers Association NSW sets high standards for all our projects. We have a clear expectation that all students commit to meeting the deadline by planning ahead.

I would like to thank our Science Teachers Association NSW Young Scientist Committee members for ensuring the process is fair and equitable for each student.

Procedures

1. **Submission of projects**

• All projects are to be completed and/or submitted by the specified date and time at the Science Teachers Association NSW Young Scientist online Portal

- Students need to retain a copy of the project and journal/diary.
- No hard copies of projects will be accepted
- No projects that have teacher's marks, grades or comments will be accepted.
- Any project submitted after midnight on the due date will be recorded as 'Late' and require the student to complete an Appeals Form.

2. Appeal Procedures for Failure to submit project by the due date

There may be unforeseen events which occur immediately before or on the due date which may prevent a student from submitting a project at the scheduled time. Such events include significant illness, accident or misadventure and must be supported by a detailed doctor's certificate, death notice, etc

- The student must complete an Appeal Form and submit to the Coordinator of the Science Teachers Association NSW Young Scientist Award Program. The student must submit this completed form, along with attached documentary evidence and should be signed by both the student, teacher and parents.

- The Appeals Committee, consisting of the Executive Officer, Vice President, IT Advisor and an independent representative will meet to determine the acceptability of the reason given for the late submission, and then inform the student of the decision. No further discussion will take place.

- Late entries if received before judging starts, irrespective of the outcome of the Appeal will still be marked and students will receive feedback. , the student will still have their project marked and receive feedback.

- The appeal will be presented by the Young Scientist Coordinator to the Appeals committee with no names or identifying features.

3. Technology issues

- The use of technology is the student's responsibility. No allowances will be made for problems related to technical malfunctions such as lost files, slow internet etc. It is the student's responsibility for work that has been completed on a computer to be saved on both the hard drive and an external drive. Email is NOT an acceptable submission of project. However, provided the email is sent prior to 12:00 a.m. may be used to support an Appeal.