



INDIAN SCHOOL MUSCAT
PO Box: 2470, Ruwi, P.C. 112
Sultanate of Oman



ISM/PRN/128/2021-22

October 24, 2021

**CIRCULAR TO PARENTS OF THE SCHOOL (STD I to STD XII)
FORMATION OF APPEAL COMMITTEE**

Dear Parent,

Greetings from Indian School Muscat!

This is to inform you that the school has decided to form an Appeal Committee to address the concerns of children/parents in the marks awarded in the **Term Examinations (STD I to XII) conducted by the school**. This is an additional facility provided to the children or parents to put up their concerns if any related to the marks awarded to the children. This facility is not applicable for the internal assessments (class work, project work, practical, notebook, portfolio etc.) and for the examinations conducted by the CBSE.

All students are requested to follow the normal channel in the beginning like approaching the respective subject teacher or the class teacher or the AVP/VP of the respective section to address their concern related to the marks obtained by the children.

If the concern is not addressed by the above team up to the satisfaction of the children or parents, then they can put up a formal application to the appeal committee by paying a nominal nonrefundable fee of RO.3 per subject in the specified format. The appeal form can be collected from the school admission office between 7.30 AM and 2.30 PM on all working days.

The application should be submitted to the School admission office along with the copy of the fee payment within five working days of releasing the marks by the school. No application will be considered by the appeal committee if it is received after five days of releasing the result.

The appeal committee will be comprised of two subject experts other than the respective subject teacher, AVP and VP of the respective section. The decision of the appeal committee will be final and binding. The application fee (RO.3) will be refunded to the child if there is any change in the marks based on the evaluation by the appeal committee.

With warm regards

Dr Rajeev Kumar Chauhan
Principal

