



ASSESSMENT POLICY – FREQUENTLY ASKED QUESTIONS



| QUESTION | ANSWER |
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| Do I have to submit all assignments? | Yes, all assignments are mandatory assessment pieces of your chosen course of study |
| Do I have to submit a draft for all assignments? | Yes, as part of the drafting policy, two copies of written draft requirements (or an electronic copy) must be handed to the teacher as required in your monitoring date guidelines. If no draft is submitted, supervised detention will be given until a draft of a suitable standard is submitted. |
| Do I have to attend exams? | Yes, all exams are mandatory assessment pieces of your chosen course of study. |
| I am ill on the day of an exam. What do I do? | <p>The school must be notified before the scheduled test/exam. Parents must contact the school on the morning of the exam to let your teacher know the reason for absence.</p> <p>On return to the school the student is responsible for reporting to the curriculum HOD to make alternate arrangements to sit for the test/exam.</p> <p>Proof of illness, a Doctor's certificate must be provided on the student's return to school, after an illness which causes an absence from a scheduled test/exam to the relevant HOD.</p> |
| I know that I will not be able to attend school on the day of an exam. What do I do? | Students who know prior to the respective date that they will be absent for a scheduled test must apply for variation to assessment. This can be done by collecting a form from the relevant curriculum HOD. If approved the student will be allowed to sit the same paper or a similar paper as negotiated with the HOD. |
| I will not be able to attend school on a day that my assignment is due. What do I do? | Students who know they will be absent on the day an assessment item is due for submission must arrange for the item to be submitted before the listed due date or delivered to the school on that date. |
| How can I get an extension for an assignment? | <p>There are only 2 grounds for an application of extension by students:</p> <p>Illness</p> <ul style="list-style-type: none"> • A medical certificate is mandatory for year 10,11 and 12 students <p>Extenuating circumstances</p> <ul style="list-style-type: none"> • Bereavement, family breakdown etc. • Essential sporting or cultural commitments • Long-term illness of self or family member <p>To apply for assignment extension the following steps must occur:</p> <ul style="list-style-type: none"> • Student to obtain Variation to Assessment form from the relevant curriculum HOD as early as possible prior to the due date (at least 48 hours before due date). • Student completes form and return to the HOD • HOD will consult with relevant teacher regarding the extension • Approval or non-approval granted and student given a copy of form to attach to completed assignment on submission. • HOD attaches a copy of the form to Oneschool record of contact, and gives a copy to the subject teacher. <p>NO EXTENSION WILL BE APPROVED ON OR AFTER THE DUE DATE.</p> |

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| <p>I am unable to complete an assignment due to a family matter. What do I do?</p> | <p>If a family matter or personal circumstance applies, the application can be made directly to the Guidance Officer, the Head of Year, the Deputy Principal or Principal who will consult with the relevant HOD/s. Extension will be considered on a case by case basis.</p> |
| <p>I have not been able to submit an assignment due to an unforeseen reason</p> | <p>If a situation occurs suddenly that results in the student being unable to submit an assignment, then an application for special provisions to assessment (Form obtained from Deputy Principal or Guidance Officer) should be completed on the day you return to school. Verification of the circumstances that have caused the student to not be able to submit is required so that application for special consideration can be made to the respective Deputy Principal or Guidance Officer. Such circumstances might include:</p> <ul style="list-style-type: none"> • Sudden, unpredictable illness/injury requiring medical attention • Family bereavement • Delicate family or personal circumstances <p>Applications must be made on the day the assessment is due (not after).</p> |
| <p>Will my parents know of my failure to submit or attend exams?</p> | <p>Yes, parents will receive a letter or phonecall from your teacher if the you:</p> <ul style="list-style-type: none"> • Fail to submit a draft or satisfactory monitoring requirement • Fail to submit an assignment or sit for an exam <p>You also may lose credit for a semester work due to failure to complete assessment</p> |
| <p>What happens if I fail to attend an exam/submit assignments (Year 11/12) without the required variation to assessment form completed.</p> | <p>Your parent/guardian will be contacted, you will be issued detentions to complete the required task, and you will be required to attend an interview with your Head of Year. In the first instance you will be given a verbal warning for possible cancellation of enrolment. On the second instance you will issued an advice of non-compliance and you may have your enrolment cancelled.</p> |