



ASSESSMENT POLICY – JUNIOR STUDENTS

Key Principle: EQUITY

Assessment conditions must be equitable for all students.

TEACHER RESPONSIBILITIES

- Supply students with an assessment overview and approximate dates within the first three weeks of a semester.
- Provide students with typed task and criteria sheet that clearly sets out requirements.
- Notify parents/guardians if students do not submit/present draft assessment.

PARENT/GUARDIAN RESPONSIBILITIES

- To inform the class teacher / HOD of any extended absence beyond 2-3 days, and make arrangements for work to be completed / caught up /submitted.
- To inform the class teacher of any circumstances/concerns that may need to be taken into consideration prior to the due date of the assessment.
- To inform the school on the day of assessment or an exam of absence and the reason for this, and discuss how the assessment will be submitted/completed.

STUDENT RESPONSIBILITIES

- To be **aware of all assessment responsibilities**, including due dates (draft and final) and all other commitments (eg camps, representative sport, traineeships, etc). Use the time given to complete assessment properly and plan around your commitments.
- To submit/present all assessment with the task/criteria sheet for marking.
- **Completion** - Understand that all assessment must be completed by the due date to be rated; and must be completed by the end of the module for you to be rated on your report card.
- Inform teacher of any absences (especially on due dates) and any circumstances which have affected the completion of assessment by the due date.
- **Drafts** help you do your best work and must be submitted for teacher feedback. If you don't hand in a draft, your teacher may place you on detention to complete the work; or phone your parents.
- **Extensions** can be given if you are away – bring a medical certificate or note from your parents and all your draft work / class work to show your teacher / HOD what you have done.
- **Apply for extensions at least 2 days before the due date. See your teacher / HOD for guidance.**
- What if I have **computer problems** and can't print my assignment? Bring all draft work in on the due date, along with a note from home. If your teacher has seen your draft and knows you have done the work, there won't be a problem.
- What if I am **away** on a due date? Phone the school and let your teacher / HOD know. Email the work to your teacher if possible. Bring the work in on the next day you are here and give to your teacher before school, with a medical certificate / note attached explaining why you were away.
- **Late Assessment** – Only work completed up to the due date will be rated, however the task must be completed. Teachers can mark your draft / class work seen up to the due date.
- **Consequences of Late Submission / Non-Submission** – the task will be considered as Not Rated, although it will be marked for feedback. Students may be placed on detention, have a letter sent home or parents contacted. Continued late or non-submission of work may result in you not being rated on your report card for that subject. You may not be promoted and may have to repeat the module in some subject areas.

APPEALS AND SPECIAL CONSIDERATION

Special consideration in extreme circumstances (death in family, chronic illness) may be given when moderating student results. Students, in these cases, need to make a request in writing through the Principal and this documentation must be attached to the student's profile giving the reasons for Special Consideration. This will be given on a case-by-case basis.

Any appeal for an extension for an assessment not being granted should be submitted in writing to the Deputy Principal/Principal. These will be considered on a case-by-case basis. See the Department HOD if you wish to appeal a grade on an assessment task.

Basic Principles of Assessment Policy for students

- **Equity – conditions must be equitable for all students**
- **Know your assessment responsibilities / due dates and stick to them**
- **Drafts – help you do your best work – they must be submitted**
- **Completion – all assessment must be submitted to be rated in a module**
- **Absences – you must let your teacher know and catch up ASAP / bring the work in the next day you are here**
- **Extensions – can be given if you are away – bring a medical certificate or note and all your draft work/class work to show what you have done**
- **Apply for extensions at least 2 days in advance**
- **Late / Not Submitted Assessment – can not be rated. Consequences include detention to finish the work and parents contacted by letter or phone**
- **Continued late / non-submission of assessment may mean you are not rated on your report card, may not be promoted and may have to repeat the module in some subject areas.**