

ASSESSMENT POLICY:

Students need to complete all assessment tasks (e.g. tests, exams, practical task, and orals) on or before the designated day. Students need to ensure they complete their assessment including interim monitoring e.g. drafts on or before the due date to ensure their results contribute to their Semester Results, If students are unable to meet the due date they must be proactive in meeting the requirements of the Assessment Policy by applying for Extension before due date etc. Failure to meet interim or final due dates will result in students being placed into a support process

All work should be completed to the best of the student's ability. It should reflect a reasonable effort given the time for the student to complete if a submitted item does not reflect a reasonable effort, the student will be entered into a support process which may include resubmitting assessment (original results will stand or completion of catch-up detentions).

Absence on Due Date for At-Home Tasks e.g. assignments, projects, scripts presentation Preparation:

If absence prevents submission of an At-Home on or before the due date every effort should be made by the students to submit the task by commencement of school on the due date. Student could submit their assessment by:

- Sending it with a trusted friend or sibling to deliver to the teacher.
- Emailing it to akshaye.narayan@hotmail.com where it will be forwarded to the teacher
- Parent dropping it off at school

Extension of time:

If a student requires additional time to complete an assessment item they are to complete an Extension Application form (obtained from teacher). This form should be completed before the due date and requires students to state the reason additional time is needed and to acquire support from:

- Parent/Caregivers – e.g. signature verifying the reason given medical certificate attached if medical reason given.
- Class Teacher – Signature and comments either supporting or declining support for extension given evidence of work done to that point in time.