ASSESSMENT POLICY

CONDITIONS FOR ALL STUDENTS (Junior Secondary and Senior Secondary Students)

- A clear outline of assessment will be centrally issued to all students each semester.
- Class teachers will issue to students specific assessment tasks which clearly state requirements including task description, due dates and criteria against which student performance or achievement will be measured. Teachers will articulate task requirements before students address the assessment task.
- Responses to assessment tasks must be the student's own work.
- Failure to comply with student responsibilities regarding assessment may incur failure to achieve semester credit and/or subject Exit Level of Achievement.

The following will be observed as the school Assessment Policy for all students:

An assessment item is due. ***Will you be at school?***

Yes

Sit for the exam, complete the performance or submit the Assessment item

No

Apply for **Special Provision**

If you are absent on the due date:

1. Have parent / carer contact the school on that day, explain your absence and inform the school that you are absent for an assessment item. Make sure the school knows which assessment and teacher needs to be informed.

2. On your return to school, collect a **Special Provision** form from the office and follow procedures.

Special Provision

1. Collect a **Special Provision** Form from the office.

2. Complete the form with your Teacher and HoD.

3. Have parents sign the form and gather any documentary evidence you may need.

4. Meet with a member of Administration for approval.

5. Once signed, you will receive a copy of the form. Another copy will go to your teacher and HoD.

Remember: You can only be awarded a result based on evidence gathered "on or before the due date" unless Special Provision has been approved.

1. All assessment must be completed in order to earn a semester result.
2. Any late or non-submission will be recorded and parents will be contacted.