

Year 10, 11 and 12 ASSESSMENT PROCEDURES

Absence on date of Assessment	Non-completion	Non-serious Attempt	Assessment Malpractice	Late Assessment Submission
<p>*Students can submit hand-in tasks on Google Classrooms by the due date by 9am or directly to the Classroom Teacher ahead of due date. Tasks can be submitted by a family member directly on due date and by the allocated time to the Front Office. If submitted to the Front Office the Office Staff will email the faculty Head Teacher and Class Teacher.</p> <p>* When absent for an in-class task, students/parents are expected to contact the Front Office by phone by 9:30 am on the day of the task. Students on the first day of return to school to negotiate a time to complete the task. The policy for late submission will apply. The Classroom Teacher will organise a catch-up date for the completion of the in-class task and communicate this to the Head Teacher Secondary Studies.</p> <p>*If a student is absent with a valid reason, the student must obtain an Illness/Misadventure form on the first day of return to school and submit their form complete with supporting evidence to the Head Teacher Secondary Studies.</p> <p>*To resolve N-Warnings, students are expected to complete and submit tasks at alternate times or complete alternate task as determined by the Classroom/Head Teacher to satisfy NESAs requirements.</p>	<p>Assessment Task *When a student fails to submit a completed task, they are awarded a mark of zero. *Classroom Teachers complete 1st N-Warning Letter within 5 days of task due date for students who have not submitted completed assessment tasks, and who do not have approved variations to submission/completion.</p> <p>Coursework *Teachers must check coursework a minimum once per term and complete 1st N-Warning Letter for students who are not completing sufficient coursework to meet NESAs requirements. * If task not re-submitted to a satisfactory level for Assessment Tasks or Coursework, within 14 days of due date, a 2nd N-Warning letter sent home by the Classroom Teacher. Head Teacher Secondary Studies is notified.</p>	<p>* Teacher marking task identifies non-serious attempt as defined in assessment task marking criteria and informs subject Head Teacher of non-serious attempt.</p> <p>* The 1st N-Warning Letter is issued. The student has 5 days from return date to re-do and re-submit the task as a serious attempt. Original mark recorded regardless of final attempt.</p> <p>* If task not re-submitted to a satisfactory level within 14 days of due date, a 2nd N-Warning Letter sent home by Classroom Teacher. Head Teacher Secondary Studies is notified.</p> <p>* Non-serious attempt decisions may be appealed following the formal appeals process.</p>	<p>* Classroom Teacher informs subject Head Teacher and Head Teacher Secondary Studies of suspected malpractice.</p> <p>* Head Teacher Secondary Studies and Deputy Principal investigate within 5 days of identifying suspected malpractice. This includes interviews of student/s involved, gathering evidence of malpractice.</p> <p>* Deputy Principal determines the decision/outcome and informs the student and discusses incident with the Head Teacher Secondary Studies who notifies parent/carers, Classroom and KLA Head Teacher of outcome.</p> <p>* If malpractice is proven, the student/s are awarded a mark of zero and must resubmit the task to satisfy NESAs requirements. Recorded on Sentral by Head Teacher Secondary Studies.</p> <p>* For Year 12 students, Head Teacher Secondary Studies notifies NESAs through online HSC Assessment Task Malpractice register. Malpractice decisions may be appealed following the formal appeals process.</p>	<p>* A zero mark will be awarded. However a student can seek a review of the mark penalty for valid reasons for lateness by submitting an Illness/Misadventure Form with their supporting evidence to the Head Teacher Secondary Studies within 5 days of due date.</p>
	NESA Requirements			Students on school exemption
	Absence on day prior or late on day of task			
	<p>*If a student is absent on the day prior to a task or late on the day of (including period 0) a zero mark will be awarded unless they meet Illness/Misadventure requirements.</p> <p>*Students on unjustified leave on the day or day before will receive zero and will need to submit the task to satisfy NESAs requirements.</p>	<p>*Students MUST apply themselves with diligence and sustained effort to the set tasks and experiences provided by the school.</p> <p>*Students MUST complete HSC assessment tasks that contribute in excess of 50 percent of available marks in courses where school-based assessment marks are submitted.</p>		<p>*Classroom Teachers will need to provide all students on school exemption (eg Prefect duties) with their assessment task via Google Classroom. Students completing their assessment task online will still adhere with the assessment procedures discussed in this document.</p> <p>*Students must negotiate alternate dates with their teachers for in class tasks and submit an Illness/Misadventure Form.</p>

Before

During

After