

Year 7, 8 and 9 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 Classroom by 9am on the due date or directly to the Classroom Teacher prior to 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 on the morning of the task. Students on the first day of return to school to negotiate a time to complete the task with their Classroom Teacher. Where there isn't a satisfactory explanation 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.</p> <p>*If a student is absent with a valid reason, they must bring a letter from parents with an explanation or Medical Certificate to their classroom teacher.</p>	<p>Assessment Task *When a student fails to complete and/or submit a task, they are awarded a mark of zero.</p> <p>*Classroom Teachers complete a <i>Letter of Concern</i> within 5 days of task due date for students who have not completed and/or submitted assessment tasks, and who do not have approved variations to submission/completion.</p> <p>Coursework *Teachers must check coursework a minimum of once per term and complete <i>Letters of Concern</i> for students who are not completing sufficient coursework to meet the NESA requirements. These <i>Letters of Concern</i> are for failure to follow the course, apply themselves with diligence and sustained effort, and achieve course outcomes.</p>	<p>* Class Teacher identifies non-serious attempt as defined in assessment task marking criteria and informs subject Head Teacher of non-serious attempt.</p> <p>* Student has 5 days from task return date to re-do and re-submit the task as a serious attempt. Original mark recorded regardless of final quality.</p> <p>* If task not re-submitted to a satisfactory level within 5 days of task return date, a <i>Letter of Concern</i> will be sent home by the Classroom Teacher with a copy of the assessment attached.</p>	<p>* Classroom Teacher informs subject Head Teacher of suspected malpractice.</p> <p>* Classroom Teacher and Head Teacher investigate within 5 days of identifying suspected malpractice. This includes interviews of student/s involved, gathering evidence of malpractice.</p> <p>* Head Teacher determines the decision/outcome and informs the student and discusses incident with Deputy Principal. The Head Teacher formally notifies parent/carers of outcome. Incident recorded on Sentral.</p> <p>* If malpractice is proven, the student/s are awarded a mark of zero and must resubmit to satisfy NESA requirements.</p>	<p>* Hand-in Tasks A 20% mark penalty will be issued per day including weekend days/school holidays.</p> <p>*In-Class Tasks A 20% mark penalty per day will be issued for school days only.</p>
				<p>Students on school exemption</p> <p>*Classroom Teachers will need to provide all students on school exemption (eg SRC 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 the teachers for in class tasks.</p>

Before

During

After