



Stage 4 & 5 Assessment Policy

Policy & Procedures

2014

This policy has been designed to reflect the overarching principles as outlined by the Board of Studies.

1. Assessment tasks will fall due on the date and time set by the teacher. This can vary from teacher to teacher. If students do not have a lesson when a task is due, the teacher will make arrangements to have the work submitted at a given time and place. Official task notification and actual submission dates will be distributed to each class at least two weeks prior to the submission date.
2. It is recommended that tasks do not have a return day of Friday as weekends and public holidays will count as one day.
3. If the task is not submitted by the arranged time a 10% penalty of the total marks awarded will apply. A note in the student's Day Book is to be made indicating work has not been submitted and a 10% penalty has been applied.
4. If the assessment task is not submitted the following school day, a 100% penalty will apply and zero marks will be awarded for the task.
5. Continued failure to complete such work will result in the teacher contacting parents.
6. If a student is absent from school, a note from parents requesting exemption from penalties due to illness/misadventure is required. If parents anticipate an absence due to illness/misadventure of more than one day, they are required to make telephone contact with the College. If no note is received on the first day of returning to school, the normal penalties will be applied.
7. Where a student anticipates being absent when an assessment task is due, a written request from a parent/guardian for leave of absence must be presented to the Head of College. An alternative due date or task may be set and in some cases the student may be assessed on the basis of other evidence.
8. When a student is representing the College and therefore will be absent when a task is due, prior notification must be made to the teacher concerned by the student and alternative arrangements made. It must be emphasised that the onus is on the student to notify the teacher concerned. Normal penalties will still apply if the alternative arrangements are not followed.
9. Difficulty with technology is not considered a valid excuse for late submission of work.
10. Work must be submitted in the format specified by the teacher in the assessment task. For example, if a paper copy is required, a disk or USB drive is not an acceptable form of submission. If a PowerPoint presentation is requested, a printed paper copy is also invalid. Often the format of assessment tasks is part of the marking criteria.
11. Students will not be permitted to contact parents to arrange delivery of assessment tasks.

'N' Determinations

A student will have satisfactorily completed a course if there is sufficient evidence that they have:

- (a) followed the course developed by the Board of Studies;
- (b) applied themselves with diligence and effort to the set tasks and experiences provided in the course by the College;
- (c) achieved some or all of the course outcomes.

If at any time a student is at risk of being given an 'N' determination for a course, the Coordinator of Teaching & Learning and Head of College, will advise the student and their parents (or guardians) in writing as soon as possible. A student at risk of an 'N' determination will receive a minimum of **2** warning letters, each outlining the problem



and the steps required to rectify the problem with a target date. If the problem has not been corrected by the date given on the letters, the 'N' determination may be awarded by the Head of College. The 'N' determination is most serious. It means that a student has not completed the course and will have an 'N' appear on their HSC or RoSA documentation for that course. Depending on the student's pattern of study, they may not be eligible for the award of the HSC.

