



ASSESSMENT POLICY

A process has been established at Beenleigh High to encourage and support students to complete all the assessment requirements of their course of study.

ASSESSMENT SCHEDULE:

- 1 All students will be given a schedule of assessment for each subject complete with progress check dates, draft dates and due dates. In the case of practical work a schedule needs to be organised prior to the due date.

SUBMISSION OF WORK:

- 1 All assignments are to be submitted to the teacher, **on/before** the due date.
- 2 All accompanying written work for presentations are to be submitted **on/before** the due date.
- 3 In cases of late submission of student responses, judgements will be based on evidence available on or before the due date using standards associated with reporting/exit criteria.
- 4 In cases of non-submission of students responses to assessment instruments a standard will not be awarded when there is no evidence (under these circumstances students will receive a Non-Rated grading).
- 5 These procedures are enacted consistently across all subjects at Beenleigh State High School.

SUBMISSION OF PRACTICAL WORK/EXAMS:

- 1 Practical work includes: art work, orals, performances etc.
- 2 Students are to submit their completed work to their class teacher by the due date with provisions for presentations scheduled on, or as practicably close to the due date.

DRAFT DATES:

- 1 Class teachers will determine by the Draft Date if sufficient evidence of work has been sighted.
- 2 If a student's draft, or work in progress, is unsatisfactory or insufficient by the draft due date, parents/carers will be contacted indicating that they have not provided satisfactory evidence of work to date. This contact will be recorded on OneSchool.

EXTENSIONS:

- 1 If students require an extension for their work they are to bring a letter/medical certificate from their parents/carers in the week prior to the due date and collect a Request for Extension form from the Head of Department.
- 2 This form is to be completed by the class teacher, then the Head of Department, who will then inform the student if the request has been granted.

EXAMS AND TESTS:

- 1 Students are expected to sit for exams and tests on the same day as the rest of their class.
- 2 If they know in advance that they are going to be absent for an exam or test, they are to discuss this with the Head of Department before the test date and arrangements will be made for an alternative date.
- 3 If they are sick on a test day they are to provide a doctor's certificate or a note from a parent to the Head of Department. All other reasons for absence are to be presented to administration for approval. Students should contact the school on the day of the exam/test to explain why they will be absent for the test.
- 4 They will be required to sit the test on the first day they return to school at a time determined by the Head of Department.

CANCELLATION OF ENROLMENT

- 1 Multiple late or non-completion of tests and/or non submission of work either within one subject, or across a number of subjects, could result in cancellation of enrolment due to *refusal to participate in an education program* (Department of Education and Training).