

ASSESSMENT TASKS/EXAMINATIONS AND NON-COMPLETION, YEARS 10-12

It is essential that students present for and/or complete all assessment tasks/examinations. Where a task has not been completed on time the following special procedures will be implemented in all courses in all subjects.

Due to illness/misadventure

Where there is no valid reason for non-completion of an assessment task/examination, a zero will be recorded for that task. Where there is no valid reason for late submission of a task, a zero will be recorded for that task.

The following will be required in order to decide whether or not a student has a valid reason for non-completion of a task.

- (a) PRIOR NOTIFICATION of absence from the task. Other than in exceptional cases (eg. accident on the way to school) the school/teacher must be contacted BEFORE the task takes place, in person, by phone or letter.
- (b) A WRITTEN STATEMENT from the student's parent/guardian explaining the absence and A DOCTOR'S CERTIFICATE must be provided where illness is involved. Other official documentation will be required in the case of misadventure.

NOTE: A parental statement and a Doctor's Certificate must be received at school on the first day back after the missed task, irrespective of whether the student has a lesson in the subject of the missed task on that day. This documentation is to be handed to the relevant Head Teacher (or a teacher within the appropriate Faculty) in the case of assessment tasks or the examination co-ordinator in the case of examinations.

Due to leave other than illness/misadventure

Leave, for reasons other than illness/misadventure, authorised by the Principal is a valid reason for non-completion of an assessment task/examination. Please see the Attendance/Punctuality section of the Information for Students and Parents Booklet for more information.

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Refer to the Junior Assessment Handbooks, issued to Year 9 and Year 10 students, for School Certificate/Stage 5 assessment requirements, and the Senior Assessment and Curriculum Handbooks, issued to Year 11 and Year 12 students, for preliminary and HSC assessment requirements. The Homework Policy in this booklet provides additional information.