

ASSESSMENT TASKS/EXAMINATIONS AND NON-COMPLETION, YEARS 7-9

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 late penalty of 20% of the total mark awarded per school day will be applied and a zero will be recorded for that task after five school days.

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 from a parent/guardian. 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 must be provided where illness or misadventure is involved.

NOTE: A *parental statement* 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.