

## YEAR 7 - 12 ASSESSMENT PROCEDURES GUIDE

Year Group	Problem and <i>Penalty</i>	Documentation to avoid penalty
7-9	Late completion of a task/exam <i>One day late (-20%) Two days late (-40%) (of total mark)</i>	Parental note
7-9	Non completion of a task/exam <i>More than two days past due date</i> <b>OR Academic Misconduct</b> = ZERO MARK	
10	Late completion of a task/exam <i>One day late (-20%) Two days late (-40%) (of total mark)</i>	Stage 4/5 Illness and Misadventure Form - Medical Certification <b>Year 10 NO Doctor's Certificates</b> <b>Doctor to complete back of Illness and Misadventure Form</b>
10	Late completion of task <i>More than two days late</i> = ZERO MARK	
10	Non completion of a task/exam <i>More than two days past due date</i> <b>OR Academic Misconduct</b> = ZERO MARK	
7-10	Application for misadventure	Stage 4/5 Illness and Misadventure Form for Junior Assessment Tasks
7-10	Application for illness	Stage 4/5 Illness and Misadventure Form Yr 7-9 Parent Letter Year 10 NO Doctor's Certificates Doctor to complete back of Illness and Misadventure Form
7-10	Application for School Representation or school based activity	Stage 4/5 Illness and Misadventure Form
11-12	Late completion of a task/exam <i>Upon returning to school with no completed form</i> = ZERO MARK	<b>College Illness/Misadventure Form - medical certification</b> <b>Doctor to complete back of Illness and Misadventure Form</b>
11-12	Non completion of a task/exam <i>no leniency for lateness</i> <b>OR Academic Misconduct</b> = ZERO MARK	
11-12	Application for misadventure	College Illness/Misadventure Form Parent and Student
11-12	Application for misadventure (illness)	College Illness/Misadventure Form - Medical Certification <b>Doctor to complete back of Illness and Misadventure Form</b>
11-12	Application for School Representation or school based activity	College Illness/Misadventure/ Representation Form

### ABSENCE DURING EXAM PERIODS

Students and parents should note that attendance during exam periods as indicated on the College calendar is compulsory. Any absence other than illness or misadventure must be applied for in writing to the College Principal at least one month in advance of the exam period (see below). FAILURE TO DO THIS WILL RESULT IN A ZERO MARK.

### REQUEST FOR LEAVE

Leave should not be taken during exam or assessment periods. However, if circumstances require leave parents and students must fill in the designated Government leave forms at least a month BEFORE the leave dates. These forms can be obtained through the office or on the College website. By law these forms MUST be submitted to the Principal for approval. Any student who does not have approval for leave and misses an assessment task (including an exam) will receive a zero for the task.

Unfortunately, the government does not consider a family holiday, an overseas trip and the like, as valid reasons to miss an assessment task. Students and their families are encouraged not to consider any length of absence from school, as this may result in failure to satisfactorily complete a course. In this instance, the student will receive a zero result for missed assessment tasks.

