



ASSESSMENT GUIDELINES & PROCEDURES - SNAPSHOT

Years 7 to 9

Assignment Protocol:

- 1) ALL WRITTEN ASSIGNMENTS ARE REQUIRED TO BE SUBMITTED at the time and place specified by the teacher (ideally a scheduled lesson). Submission can be made at Student Services for special circumstances when an assignment is unable to be handed directly to a teacher. Electronic submission via email or Google Classroom (or other similar methods) is at the discretion of the teacher.
- 2) Students will for most tasks be required to submit a formal draft. Due dates for formal drafts will be identified on the Term Planner and/or Task Sheet. Students will have a minimum of one week to improve their work based on the feedback provided in a formal draft.
- 3) If a draft has not been submitted, then a student **must** attempt to submit "work in progress" on the due date and that will be marked accordingly. An email will be sent home notifying parents of this.
- 4) An assignment that is incomplete must still be submitted on the due date in its current form and will be marked according to the work the student has completed. The teacher can also refer to the earlier submission of drafted work in considering the student's grade awarded for the task.
- 5) Students who do not have work at school for submission will be required to complete as much of the task as they can in class conditions on that day in that lesson.
- 6) In either of the above circumstances, an email from the class teacher will be sent to the student's parents.
- 7) Students who are absent on the due date, the teacher will use the latest draft to mark work and will make contact with the student's family. On negotiation with family and based on relevant information, an extended due date will be met for the absent student if reasons are deemed appropriate by teacher and parents.

Examination Protocol:

- 1) Students in Years 7 to 9 will not sit a formal Examination Block, however, they will at times be required to sit tasks under formal Examination Block conditions
- 2) Examinations in all subjects in the Middle Years are to be prepared such that they can be completed adequately by all students, appropriate to their level and ability.
- 3) There are circumstances under which the College will recognise as reasonable for a student to complete an examination paper after the set date/time. Please refer to Section 3.18 of full Assessment Guidelines Protocol.