



ASSESSMENT GUIDELINES & PROCEDURES - SNAPSHOT

Years 10 to 12

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) If continued submission difficulties occur, the Senior Studies Coordinator will contact parents to discuss options in relation to the student's LOA for the semester in that subject.
- 5) Students who are absent on the due date for submission of their final copy will have the teacher's file (second) copy of the official draft used for grading the task. See full document for more details.
- 6) In cases of a student being absent for an extended period prior to the due date for submission of final copy, a medical certificate may be requested by the classroom teacher following discussion with that student's parent/caregiver. Consideration will then be given for the student to complete and submit the assignment task at a later date determined by all parties.
- 7) Students may submit an *Application for Extension* to the Senior Studies Coordinator, which is co-signed by the classroom teacher. This form is available on Student Drive and should be handed in to the Office no less than THREE DAYS prior to an assignment due date.

Examination Protocol:

- 1) **Examination Blocks:** a formal Examination Block is conducted for the Senior School each Term as required. Senior students may remain at home to study when not required for an examination during an Examination Block period. Examinations and tests have precedence over school functions, assemblies etc., during the testing period.
- 2) 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.
- 3) There is an Appeals Process outlined in the Assessment Guidelines Protocol if a student wishes to appeal a mark or grade allocated by a classroom teacher. Please refer to Section 4.4.2.