

RPSHS ASSIGNMENT AND ASSESSMENT POLICY

INCLUDING LATE AND NON-SUBMISSION OF STUDENT ASSESSMENT

The policy consists of three (3) steps:

Step 1: Strategies for all students prior to the due date for the assessment.

- Students will be made aware of the completion deadline and the date of any required drafts by their class teacher.
- Assessment items and due dates should be noted in student diaries by all students. Due dates and other requirements are also noted on the assessment piece. These due dates will also be available on the school website and departmental planners.
- Use of drafts is encouraged and **may be compulsory** in some subjects. Drafts are important to ensure that student work is monitored and supported. They may also be assessed if required.
- Teacher support is available for students requiring additional support and time to complete assessment pieces and may take the form of individual appointments or after-school tutorial groups.
- Liaison with parents/caregiver may occur if concerns are noted regarding the completion of the assessment piece

Step 2: Strategies that may allow for extensions under extenuating circumstances.

- Application for extension is to be made to the Head of Department **minimum 48 hours prior** to the due date using the ***Application for Extension*** form, available on school website www.redbplaishs.eq.edu.au.
- A **Medical certificate or a letter/phone call** from parents/caregivers to the Head of Department is required when a student is absent for an **examination / assignment turn-in**. The HOD will make the final decision after considering all the information.
- If an exam is missed, the student undertakes the exam (or one of a similar nature to the one missed) upon their return to school. **The student is responsible for this follow up** and arranging a suitable time with their teacher or HOD.

Step 3: If the assessment is still not completed then some/all of the following will apply after contact is made with parents:

- Ratings for assessment tasks not submitted by the due date will be based on evidence available on or before the due date (eg. Drafts, classwork).
- For Year 11 & 12 students, enrolment may be temporarily cancelled until submission/completion of all outstanding assessment tasks for that semester.
- For year 8,9 &10, students may be withdrawn from regular classes or at lunchtime until assessment is completed.
- The Cancellation of Enrolment process may be initiated for years 11 and 12 students if late or non-submission of assessment tasks is an ongoing problem.

Explanatory Notes:

- Time constraints at the end of Year 11/12 may result in direct movement from Steps 2 to 3. This occurs in consultation between a Head of Department and Administration.
- Heads of Department have the discretion to give special provisions to students and modify/waive assessment requirements within approved program guidelines. A medical certificate and/or interview with the Principal/Guidance Officer may also be required.
- Ongoing issues with late/non submission of assessment pieces by a student will result in Step 3 actions being implemented accordingly.