



Assessment Policy

Junior Secondary

‘Your Best Effort, All the Time’

Assignments and Orals

1. Task is handed out on the **Distribution Date** listed in the Assessment Planner.
2. **Draft Date** is set in the Assessment Planner. The draft must look like the final copy.
3. **Final Due Date** is set in the Assessment Planner. This includes all changes made, based on teacher feedback.
4. **Non-Submission** of Assignment or Oral means you will be required to use the submission lesson to finish the task. Alternatively, if your teacher has your draft it will be retained as the final copy.
5. **Extension.** You must see your teacher no less than three school days before the final due date. They will refer you to the subject Head of Department. Extensions will not be granted due to family holidays or other optional absences. Extensions will not be granted for computer problems. Always back up your documents.
6. **Absent on Due Date.** Your parent or carer must contact your teacher via the school Administration Office or by emailing the teacher directly. You will then submit the Assignment in the first lesson back at school.

Exams

1. Exam **conditions** are critical. All students must be silent in exams and always put in their best effort. Phones, earphones, laptops or other technology cannot be brought into the exam room.
2. If **absent** on the day of an exam, your parent or carer must contact your teacher via the school Administration Office, or by emailing the teacher directly.
3. If you know you will be **absent** on the day of an exam, see your teacher no less than three school days before the exam day. They will refer you to the subject Head of Department.
4. If **absent**, you will complete the exam in the first lesson back at school.