**ASSESSMENT TASKS/EXAMINATIONS AND NON-COMPLETION, YEAR 10-12**

**Non-Completion of Assessment Tasks/Examinations**

It is essential that students present for and/or complete all assessment tasks/examinations. Where a task has not been completed on time, the following special procedures will be implemented in all courses in all subjects.

*Due to Illness/Misadventure*

Where there is no valid reason for non-completion of an assessment task/examination, a zero will be recorded for that task. Where there is no valid reason for late submission of a task, a zero will be recorded for that task.

If absent on **the school day before** and/or **on the day** of a scheduled assessment (eg, examination, research task,
presentation etc), the following will be required in order to decide whether or not a student has a valid reason for non-completion of a task.

 (a) **Prior notification** of absence from the task. Other than in exceptional cases (e.g. accident on the way to school) the school must be contacted by the student, parent or guardian **before** the task takes place; in person, by phone or email.

 (b) **A written statement/letter (hard copy)** from the student's parent/guardian explaining the absence **AND** **a doctor’s certificate stating the medical conditions** must be provided where illness is involved. Other official documentation will be required in the case of misadventure. On the **first day back** at school after the missed task, irrespective of whether the student has a lesson in the subject of the missed task on that day, the student **must see the relevant Head Teacher** (or relevant class teacher) in person to submit these documents in the case of assessment tasks, or, in the case of examinations, the student must see the examination coordinator.

*Due to leave other than illness/misadventure*

Leave, for reasons other than illness/misadventure, authorised by the Principal is a valid reason for non-completion of an assessment task/examination. However, it is still the student’s responsibility to notify the relevant teacher or Head Teacher of the subject/subjects involved. In the case of examinations, the student must notify the examinations convenor. Please see the Attendance/Punctuality section of the Information for Students and Parents Booklet for more information. The task, or replacement task, must be completed by the student at a time determined by the Head Teacher.

*Late arrival on the day of an assessment task (in-class and hand-in tasks)*

School records must show that a student attended a full day of school on the day of an assessment task, as per that student’s regular timetable, including Home Room. This is to ensure that no student is advantaged by using additional school time to work on an assessment task. Failure to attend all classes on the day of an assessment task may result in a zero being given for the task.

*Absent the day before the assessment task*

Failure to attend all classes the day before the scheduled assessment will result in a ‘zero’ being given for the task.

Each case involving a missed assessment task will be considered on its merits, for example, in the case of illness, the student must produce a parental letter and a medical certificate stating the medical conditions. A judgement needs to be made before any other arrangements are entered into in relation to the assessment task. The teacher and Head Teacher will decide the appropriate course of action in line with the policy and procedures.

***In all cases of a missed assessment task, students must submit an illness/misadventure form (see the Deputy Principal, Head Teacher or back of the assessment booklet)***

Refer to the Junior Assessment Handbooks, issued to Year 10 students, for School Certificate/Stage 5 assessment requirements, and the Senior Assessment and Curriculum Handbooks, issued to Year 11 and Year 12 students, for preliminary and HSC assessment requirements. The Homework Policy in this booklet provides additional information.