**ASSESSMENT TASKS/EXAMINATIONS AND NON-COMPLETION, YEARS 7-9**

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 late penalty of 20% of the total mark awarded per school day will be applied and a zero will be recorded for that task after five school days.

If absent **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 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 must be provided. 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 this document 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. Please see the Attendance/Punctuality section of the Information for Students and Parents Booklet for more information.