



MACKILLOP
Catholic College
WARNERVALE

Assessment Handbook 2024

YEARS 7-10, Assessment Policy

CONTENTS

Leader of Curriculum's message	3
College Curriculum Team	4
NESA Mandatory Study Requirements	5
College Timetable	5
Satisfactory Completion of a Course	6
Record of School Achievement (ROSA)	6
Assessment Program	7
Reporting and Application Awards	8
Learning Preparation	8
Approved Leave	9
Assessment Policy	10
Assessment Summary – In Class	12
Assessment Summary – Take Home Tasks	13
Suspension from School	14
Year 10 Examination Rules & Procedures	15
Years 7-9 Leave Application Form	16
Year 10 Leave Application Form	17
Year 10 Illness Misadventure Appeal	18

LEADER OF CURRICULUM'S MESSAGE

In today's educational environment, the process of 'Assessment' cannot be separated from 'Learning'. If assessment is appropriately connected to what it is that we are learning then, we can clearly understand if learning is really taking place and to what level of success. So, it is said by many educational leaders, that 'assessment drives learning' and so for students and their teachers it is fundamental to how we approach each school day and the courses we are studying.

This booklet has as its intention 'to chart the assessment tasks' for each course of study from Years 7 to 10, so that students can focus their attention on the learning tasks, connect with the class work, their teachers and their co-learners, so that each student can then represent that knowledge through the assessment task. The level of success will depend on how well a student represents their knowledge and skills by completing each assessment task. Teachers and Schools through a process of feedback, marks and grade levels will indicate to the students (and parents) how well they have mastered the content of a particular course.

Students can engage with their learning through 3 important aspects of assessment:

- Assessment 'for' learning – all the learning tasks that build up or add to the student's ongoing learning. The brain-food for knowledge and skills.
- Assessment 'of' learning – are the formal assessment tasks chosen to be completed at a certain point of time where every student's learning is measured in marks, grades and standards. Mostly, this type of assessment task will be completed through assignments, tests and exams.
- Assessment 'as' learning – are the times when a student can make a self-assessment of their learning. This is important and it is a way of motivating or inspiring one's self to aspire for improvement. A mentor, a parent and a teacher are among the best people to engage with for self-assessment.

It is important for each student to look carefully at the schedule of assessment tasks and then set about completing those tasks in a timely manner within the timeframe set out in this booklet. To give yourself the best outcome for success, planning is critical in representing your learning through the set task. Attentiveness in class, discussion with teachers and co-learners and then setting about the task by understanding the marking criteria and scaffolding that will assist you put your best foot forward. Please do not think you have to do this alone – make the connection with your teachers and discuss fully with them and your co-learners and parents. Always remember your work has to be your own, not something taken from the internet or copied from a colleague.

As a Catholic College we look forward to assisting you and celebrating your success.

Mr R Jones

Leader of Curriculum

COLLEGE CURRICULUM TEAM

Secondary Principal	Mr P Lynch
Secondary Assistant Principal	Mrs M McGuinness
Religious Education Coordinator	Mrs C Price
Leader of Curriculum	Mr R Jones
Leader of eLearning and Innovation	Mrs S Winkler

Leaders of Learning and Teaching

Creative Arts (Visual Arts)	Mrs J Young
English	Mrs K Yates
Human Society & Its Environment	Mrs M Boyd
Languages	Mrs H Beech
Learning Support	Mrs M Lowe
Mathematics	Mr G Taylor
Performing Arts (Music/Dance/Drama)	Mrs S Baird
Personal Development/Health/Physical Education	Mr D Tomsett
Science	Mr R Herbert
Technological and Applied Studies	Mr D Clair
Vocational Education Training [VET]/Careers Adviser	Mrs K Pearce

Leaders of Pastoral Care

Leader of Wellbeing	Mrs K Ardern
Leader of Year 7	Mrs R Elcoate
Leader of Year 8	Mr M Rickards
Leader of Year 9	Mr J Legge
Leader of Year 10	Mrs C Patil

NESA MANDATORY STUDY REQUIREMENTS - YEARS 7-10

Based on the Education Act requirements, NESA has determined that for students to be eligible for a Record of Student Achievement they are required to study the following subjects:

- English, in each of Years 7 to 10
- Mathematics, in each of Years 7 to 10
- Science, in each of Years 7 to 10
- Geography and/or History in each of Years 7 to 10
- PDHPE, in each of Years 7 to 10
- Design and Technology in Years 7 and 8
- Visual Arts in Year 7 or 8
- Music in Years 7 or 8
- Languages in either Years 7 or 8
- Religious Education is a requirement for all students at MacKillop Catholic College.

COLLEGE TIMETABLE

The MacKillop Catholic College timetable is based on:

- 10 day cycle.
- 5 one hour periods per day.
- Sport on Thursday during period 5.
- 1 Assembly per cycle (Week A).

The number of periods allocated to each course per cycle (1 cycle = 2 weeks) are:

Course	Year 7	Year 8	Years 9/10
Religious Education	5	5	5
English	8	6	7
Mathematics	7	7	7
Science	7	6	7
HSIE (History/Geography)	5	5	7
PDHPE	5	3	4
TAS	5	5	-
CA (Art/Music)	5	5	-
Languages	-	5	-
Electives	-	-	5 - each

SATISFACTORY COMPLETION OF A COURSE

A student's pattern of study eventually will result in the student being eligible for a Record of Student Achievement. A student will be considered to have satisfactorily completed a course if in the Principal's view there is sufficient evidence that the student has;

- a) Followed the course developed by NESA; and
- b) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) Achieved some or all of the course outcomes.

Attendance at school is considered to be an important component for the satisfactory completion of a course. As a guide, if a student's pattern of attendance does become an issue, the Principal may determine that, as a result of frequent absence, the above criteria may not be met. Clearly, absences will be regarded seriously by the Principal who will give the student early warning of the consequences if further absence from school continues.

RECORD OF SCHOOL ACHIEVEMENT (ROSA)

Students who leave school before they complete their HSC deserve a credential which is modern and relevant. Employers also need to see a credential which is meaningful. To help with this we need a credential which recognises a wide range of student achievements.

This credential, Record of School Achievement, will:

- be a record of achievement for students who leave school prior to receiving their HSC.
- report results of moderated, school – based assessment, not external tests.
- be available when a student leaves school any time after they complete Year 10.
- be cumulative and recognise a student's achievements until the point they leave school.
- show a result for all courses completed in Year 10 and Year 11.
- be able to reliably compare students across NSW.
- give students the option to take online literacy and numeracy tests.
- be comprehensive and offer the ability to record a student's extracurricular activities.

To qualify for the award of a Record of School Achievement, a student must have:

- attended a government school, an accredited non-government school or a recognised school outside NSW.
- undertaken and completed courses of study that satisfy NESA'S curriculum and assessment requirements for the Record of School Achievement.
- complied with any other regulations or requirements (such as attendance) imposed by the Minister or Board and
- completed Year 10.

The RoSA will report on student achievement in Stage 5 using A to E grades.

ASSESSMENT PROGRAM

The NSW Education Standards Authority (NESA) suggests that a total of 3-5 assessment tasks are sufficient to measure student achievement against syllabus objectives and outcomes.

As a matter of policy, all students will be notified of an Assessment Event in writing:

- at least two weeks prior to the due date.
- indicating the nature of the task and the outcomes it's seeking to assess.
- date of issue.
- the marking criteria that will be applied, where appropriate.
- any alteration to the Assessment calendar will be conveyed to parents and students in writing.

Marking and Grading

As a general guide, teachers should aim for a 2-week turn around in marking, ensuring that feedback is close to the assessment event. In accordance with NESA'S general principles of *"Assessment for Learning"*, students should receive meaningful and constructive feedback on how they have achieved the outcomes(s) for a particular assessment task.

As to maintain consistency with NESA, a **Common Grading Scale** will be used; the descriptions of levels of achievement for both Stages 4 & 5 will be categorised into 5 broad bands of achievement:

A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

REPORTING AND APPLICATION AWARDS

Reporting

All reporting of student achievement at MacKillop Catholic College is compliant with Federal Government legislation. All student achievement will be recorded on a scale from A to E. The benchmarks used for the determination of student grades will be based on NESA's Common Grading Scale as shown above.

All students will receive a progress report at the completion of Term 1. This report will present a brief summary on how the student has settled in to the academic year and alert parents of any potential matters of concern.

Each student will receive a report each Semester on how they have achieved course outcomes based on a variety of formal assessment instruments.

- Semester 1 Report (prior to Term 2 parent/teacher interviews)
- Semester 2 Report (Last day of Term 4)

LEARNING PREPARATION

Learning preparation has the potential to help individuals become active, independent, and lifelong learners. This can also strengthen the links between home and school by involving parents in their children's education in a positive and fruitful way.

The purpose of learning preparation is to assist the learning process through well thought out and meaningful activities that are designed to further engage students. This could include a variety of activities ranging from completing unfinished class work, reading in preparation for the next lesson, set questions and answers from a textbook through to working on a formal assessment task.

APPROVED LEAVE

Granting of Leave is a matter for the Secondary Principal to determine. The Principal has discretion in granting Leave provided that he/she is satisfied that the reason for the absence is valid and that the progress of the student towards course outcomes will not be unduly affected.

The Leave Application Form must be completed and forwarded to the Secondary Principal – this form is located at the end of this Assessment Handbook or can be collected from the Pastoral Leader, Leader of Curriculum or Front Office. As a matter of courtesy and to assist arrangements, the student should also speak with their class teacher regarding the period of Leave and learning activities which will be missed.

If a student needs to take leave from an assessment task, they **must apply to the Secondary Principal** using the Leave Application Form **at least 2 weeks prior to departure** providing clear evidence as to why leave should be given. Students must wait until the Principal has given permission, before taking leave. Students should not automatically assume Leave has been granted.

If Leave is granted from an assessment task:

- Any hand-in assessment task due within the Leave period must be submitted to the relevant Leader of Learning & Teaching (LoLT) prior to the student departing the College.
- For any in-class assessment task the student will complete the task within a week of returning, the exact day to be determined by the Leader of Learning & Teaching. Students should be prepared to sit the task on the day of their return.
- In some circumstances the Leader of Learning & Teaching may need to make an alternative decision regarding assessment tasks; such as when an experiment/practical activity is required, the task involves group work or a test is to be undertaken prior to leaving. Alternative arrangements may also include allowing the student to complete an alternative task OR being provided an estimate based upon evidence of progress through the duration of the course.

Where the period of Leave requested is extensive, the student must demonstrate to the Principal that outcomes in each course will be achieved. Educational progress can be ensured by a variety of means, including assignments set by the school, tuition or private study, attendance at another school and distance education lessons.

ASSESSMENT POLICY

Submission of Tasks (Assessment Box)

All assessments (other than class tests/ oral presentations/ folios, 3D models), must be submitted by the student personally to the Assessment Box located near the West Wing staff study, unless other arrangements have been made by the relevant Leader of Learning and Teaching. **No responsibility will be taken if a student gives their assessment to another student, teacher or office staff member.** If a student is absent on the day and the Assessment is brought to school by someone else – they must personally lodge it into the Assessment Box. (This Box is locked at all times.) Therefore, no responsibility is taken for a misplaced Assessment Task.

Cheating

Cheating is regarded as a non-genuine attempt and automatically receives a zero grade. Deliberate plagiarism and excessive downloading, breaching school examination rules, buying/stealing another person's work, paying someone to write material, assisting another student in malpractice will also be regarded as cheating. Students caught cheating will be required to resubmit the task.

Plagiarism

Plagiarism refers to the practice of presenting the ideas of another person as your own. This may be in the form of;

- Downloading information from the Internet (cut/ paste)
- Taking information from a published source without acknowledgement
- Copying another student's work
- Getting help or ideas from another person without acknowledgement

Students who commit plagiarism in assessment tasks may receive a zero for that task and will be required to resubmit the task.

Information Technology Misadventure Policy

Technical problems (hard drive failure, loss of internet provider, lost/ corrupted email attachment, printing glitches or software incompatibility) is **not an acceptable excuse** for the late submission of any assessment task. Students who submit an assessment task late due to technical difficulties or malfunctions will be penalised the same as other late submissions – 20% per day.

The only exception to this rule is when the student can provide the Leader of Learning and Teaching (LoLT) with hard evidence (earlier draft copies) of the content and standard of the outstanding assessment task. This evidence will need to be presented to the LoLT no later than recess on the day that the assessment task is due.

It is strongly recommended that draft copies should be kept and students should regularly save and print off hard copies of earlier versions of the assessment. When students are using technology to produce an assessment task, they should aim to complete the task ahead of time so those last minute technical problems/ malfunctions may be resolved.

Late or Non-Submission of Assessment Task

The awarding of zero grades should only occur when the student has not submitted the work by the due date, did not attempt to complete the task in the following week, did not make an effort during the Academic Detention and has not had an Illness Misadventure approved.

If a student is unable to submit an assessment task on the date due to illness or misadventure, then

- a) must bring a note explaining the absence/reason. In Years 7-9 the note is handed to the class teacher or LoLT: Year 10 to the Leader of Curriculum.
- b) **In-class test** - students who miss a formal in class 'test-type' assessment task and provide satisfactory documentation will either be required to attempt a task upon their return to the College or be allocated an estimate result based on previous performance / or appraisal based on informal assessment
- c) **Hand-in tasks** - students will be required to submit the task on their immediate return to the College

If a student is unable to forward appropriate documentation to substantiate their non-submission they may receive a zero grade for that assessment task.

1. The zero grade can be overridden by a late submission of the task. Students may submit the task with a progressive loss of marks at 20% per day.
2. If the task is not submitted after four school days from the due date, the LoLT will generate a letter that outlines the College's expectations of student's and the requirement for the completion of Assessment Task. This letter is signed by the LoLT, copies are sent to the Pastoral Leader, Student File and Leader of Curriculum. The letter will notify the student's parents / guardians that the student has received a zero grade for the task and that he/she will be required to attend an Academic Restoration Detention on the Wednesday of the following week.
3. The student is encouraged to submit the Assessment Task before the Academic Restoration Detention, in which case the detention will be cancelled.
4. During the Academic Restoration Detention students will be given an opportunity to complete the requirements of the task in order to receive feedback on their progress within the course.
5. Failure to attend the Academic Restoration Detention will result in the student being referred to a Long Afternoon Detention (LAD) and the consequence recorded as a demerit on COMPASS.

Year 10 only - a student who refuses to attend the Academic Restoration Detention to complete the task will receive an official NESA Warning Letter indicating that they are not satisfactorily meeting the course requirements and at jeopardy of not meeting the requirements to receive their Record of School Achievement

6. Where a student feels that circumstances exist that would make it unjust to award a zero grade, the student should speak to the LoLT who may choose to apply some discretion. If the matter remains unresolved, the student may approach the Leader of Curriculum to appeal the ruling given by the LoLT. The Leader of Curriculum may seek the advice of the Pastoral Leader, Assistant Principal or Principal in cases that are not clear-cut or involve issues of sensitive pastoral matters.

Extensions

A short extension of time may be granted for valid reasons. Students in Years 7-9 must discuss their request for Leave with the LoLT (Leader of Teaching & Learning) of the respective course. Year 10 students must apply in writing (using the Illness Misadventure form) to the Leader of Curriculum at least three (3) working days before the due date.

ASSESSMENT PROCEDURE SUMMARY: IN CLASS TESTS

IN CLASS TYPE TEST	YEAR 7- 9	YEAR 10	YEAR 11-12
TEST DATE SET BY	LoLT	LoLT	LoLT
ASSESSMENT NOTIFICATION	Assessment Handbook distributed Term 1 Individual Assessment Notifications distributed at least 2 weeks prior to in-class task.		
UNABLE TO ATTEND IN-CLASS TASK DUE TO A PLANNED ABSENCE	<p>Student informs the LoLT, and provides a note from Parent / Guardian with reasonable justification.</p> <p>LoLT adjudicates</p> <p><i>In the case of extended absence (3 days or greater) the student applies for Leave at least 2 weeks prior. With Holiday Leave students will sit any missed in-class assessments within a week of returning.</i></p>	<p>Student completes either:</p> <p>Illness/ Misadventure Form and attaches a Doctor's Certificate OR from parent / guardian with reasonable justification of the absence.</p> <p>OR</p> <p>Apply for Leave at least 2 weeks prior (see Leave Process)</p> <p>Leader of Curriculum adjudicates</p>	<p>Student completes either:</p> <p>Illness/ Misadventure Form and attaches a Doctor's Certificate or other official documentation (eg. Police accident report) with reasonable justification of the absence.</p> <p>OR</p> <p>Apply for Leave at least 2 weeks prior (see Leave Process)</p> <p>Leader of Curriculum adjudicates</p>
UNABLE TO ATTEND THE IN-CLASS TASK DUE TO UNFORESEEN CIRCUMSTANCES	<p>Parent / Guardian provides a note explaining absence from in-class task.</p> <p>Zero will apply for any absence that is NOT covered by illness, misadventure or Principal approved Leave.</p>	<p>Contact the College office before 8.45 on the morning of the task.</p> <p>Complete Illness/ Misadventure Form and attach a Doctor's Certificate OR note from parent / guardian with reasonable justification of the absence. Submit to Leader of Curriculum the day of returning to school.</p>	<p>Contact the College office before 8.45 on the morning of the task.</p> <p>Complete Illness/ Misadventure form and attach a medical certificate or official documentation (eg. Police accident report). Submit to Leader of Curriculum the morning of returning to school. A parent note does not suffice.</p>
FOLLOW UP PROCEDURE (ONLY IF PROPER DOCUMENTATION)	<p>LoLT to reschedule the in-class task.</p> <p>In some circumstances an alternative task may be administered or the student receives an estimate result based on previous performance / or appraisal based on informal assessment.</p>	<p>Leader of Learning in liaison with LoLT to reschedule the in-class task</p> <p>In some circumstances an alternative task may be administered or the student receives an estimate result based on previous performance / or appraisal based on informal assessment.</p>	<p>Leader of Learning in liaison with LoLT to reschedule the in-class task.</p> <p>In some circumstances an alternative task may be administered or the student receives an estimate result based on previous performance / or appraisal based on informal assessment.</p>
PENALTY FOR NO DOCUMENTATION	Zero Parent / Guardian informed	Zero Parent / Guardian informed in writing 'N' Warning letter	Zero Parent / Guardian informed in writing 'N' Warning letter

ASSESSMENT PROCEDURE SUMMARY: TAKE HOME TASKS

	YEAR 7-9	YEAR 10	YEAR 11-12
TEST DATE SET BY	LoLT	LoLT	LoLT
ASSESSMENT NOTIFICATION	Assessment Handbook distributed Term 1 Individual Assessment Notifications distributed at least 2 weeks prior to the due date.		
UNABLE TO ATTEND SCHOOL TO SUBMIT ASSESSMENT DUE TO A PLANNED ABSENCE	<p>Student informs the LoLT, and provides a note from Parent / Guardian with reasonable justification.</p> <p>Arrangements should be made to submit the task electronically if possible.</p> <p>LoLT adjudicates</p> <p><i>In the case of extended absence (3 days or greater) the student applies for Leave at least 2 weeks prior. With Holiday Leave students will sit any missed in-class assessments within a week of returning.</i></p>	<p>Student completes either:</p> <p>Illness/ Misadventure Form and attaches a Doctor's Certificate OR note written by parent / guardian with reasonable justification of the absence.</p> <p>Arrangements should be made to submit the task electronically if possible.</p> <p>OR</p> <p>Apply for Leave at least 2 weeks prior (see Leave Process)</p> <p>Leader of Curriculum adjudicates</p>	<p>Student completes either:</p> <p>Illness/ Misadventure Form and attaches a Doctor's Certificate or other official documentation only (eg. Police accident report) with reasonable justification of the absence. A parent note does not suffice.</p> <p>Arrangements should be made to submit the task electronically if possible.</p> <p>OR</p> <p>Apply for Leave at least 2 weeks prior (see Leave Process)</p> <p>Leader of Curriculum adjudicates</p>
UNABLE TO ATTEND SCHOOL ON THE DUE DATE FOR UNFORESEEN CIRCUMSTANCES	<p>Parent / Guardian provides a note explaining absence on the due date.</p> <p>Task submitted to teacher or LoLT upon return to the College.</p>	<p>Contact the College office before 8.45 on the morning of the task.</p> <p>Complete Illness/ Misadventure Form and attach a Doctor's Certificate OR note written by parent / guardian with reasonable justification of the absence. Submit form and assessment to the Leader of Curriculum the day of returning to the College.</p>	<p>Contact the College office before 8.30 on the morning of the task.</p> <p>Complete illness/ misadventure form and attach a medical certificate or official documentation only (eg. Police accident report). Submit the form and assessment to the Leader of Curriculum the morning of returning to the College.</p>
FOLLOW UP PROCEDURE (ONLY IF PROPER DOCUMENTATION)	In some circumstances an alternative task may be administered or the student receives an estimate result based on previous performance / or appraisal based on informal assessment.		
PENALTY FOR NO DOCUMENTATION	<p>Late submission accepted - 20% penalty per day.</p> <p>If no submission after 4 days, then</p> <ul style="list-style-type: none"> - Academic Detention issued (Wed) where student will complete the assessment) - letter to parent/guardian - Zero awarded - N Warning letter issued (Yr 10 only) <p>If absent from Academic detention then LAD issued</p> <p>Parent / Guardian informed in writing.</p>		<p>Late submission accepted - 20% penalty per day.</p> <p>If no submission after 4 days, then</p> <ul style="list-style-type: none"> - Zero awarded - N Warning letter issued

Suspension from School

If a student is under suspension from school, they must assume they will complete the same tasks in the same time period as other students.

In the case of an 'in-class' test type or examination based assessment task students will be directed by the school to either;

- return to School to complete the task at a time and place designated by the Leader of Curriculum
- sit the test upon return to the College
- complete a task under supervision at a separate venue and return it to school via; another person (not a student) OR by Express Post OR electronically

Students suspended from school and refusing to attempt and submit an 'in-class' test type or examination based assessment task will be awarded a zero.

In the case of take home type of assessment task, students will be directed by the school to either;

- submit the task to their teacher or LoLT (Years 7-9)
- submit the task to the Leader of Curriculum (Year 10) by the due date

Students suspended from school will not be eligible for an extension and if an assessment task is not submitted by the date due it will be considered as being late and attract a 20% per day penalty (40% weekend).

YEAR 10 EXAMINATION RULES & PROCEDURES

Students will assemble & line up 15 minutes before the advertised starting time of the exam (outside the venue for the exam) in alphabetical order to be marked off from a roll and allocated to a room for the exam. Students must have organised the following equipment and stored in a clear plastic sleeve;

black pens pencil eraser ruler calculator (NESA approved)

During exams students will not be allowed to borrow equipment from other students. Pencil cases are not permitted in the exam room and all equipment **MUST** be free from graffiti.

Student numbers

All students are to use their allocated school exam number as a means of identification in all exams.

Malpractice/ cheating

Students caught either taking notes into the exam room or gaining any other unfair advantage – this will be considered as malpractice and awarded a zero grade for that exam. Students turning around or communicating with other students - this will be considered as inappropriate behaviour & gaining an unfair advantage. This type of action will be considered as malpractice.

Illness on the day of the examination

Students should refer to the Assessment Policy for details regarding the correct procedure to follow.

Behaviour during the exam

- Students will enter the exam room in silence & sit in the allocated place. Any form of communication between students will be considered as malpractice.
- Students referring to notes whilst in the exam room will be considered as having an unfair advantage and will be awarded a zero for the test
- Students turning around or communicating with other students will be considered as engaging in inappropriate behaviour & gaining an unfair advantage, this is considered as malpractice.
- Students will not be allowed to enter the exam room if they have any form of scribble and/or writing on their body
- Students are not allowed to wear a wrist watch on their arms whilst in the exam room. Wrist watches **MUST** be placed on the top corner of the writing desk
- Students will not be allowed to leave the exam room to go to the toilet during the first and last 30 minutes of an examination
- Students will not be allowed to leave the exam room early. They must remain seated and not disturb other students. Students deliberately disturbing or distracting other students during any part of the exam will jeopardize their paper being marked
- Graffiti of any description on exam papers will not be tolerated. Exam papers defaced, or containing any form of graffiti will not be marked

At the conclusion of the exam, the supervising teacher will collect all the test materials.

YEARS 7-9 LEAVE APPLICATION FORM

Completed form to be forwarded to the Secondary Principal.

Student Name: _____ Pastoral Class: _____

Start of Leave: _____ Return to School: _____ Number of College days missed: _____

Reason for Leave: _____

As parent/guardian I seek approval of my intention to remove my child from formal education in order to pursue an alternative activity. This application is made in advance (a minimum of 2 weeks prior to the commencement of Leave) in order for the College to make a judgement about assessment tasks and the allocation of grades.

By applying for Leave I acknowledge that the following implications exist:

- a) Any hand in assessment task due within this period must be submitted to the Leader of Learning & Teaching (LoLT) prior to the student commencing Leave. Any student not completing an assessment task as arranged will receive a zero mark and must complete the task upon returning to the College; this will help to provide feedback and assist staff in completing student reports.
- b) Students must complete in-class assessment task within a week of returning, the exact day will be determined by the Leader of Learning & Teaching and will be as soon as deemed feasible. Students must be prepared to sit the task immediately upon returning.
- c) My child and I remain responsible for the academic requirements that may not be addressed, as a result of the Leave. This includes skill development and content delivery. I may seek assistance (with a minimum of two weeks' notice), from the class teacher, in order to assist my child whilst he/she is on Leave.
- d) This application does not allow my child to be exempt from the formal assessments that are used by the College to determine grades and/ or course marks. My child will have the opportunity to complete any missed assessment item in order to have access to the full range of grades in any course where an assessment has been missed, as per the NESA requirements.
- e) My child may not be eligible for an Academic Award in any course for which I have applied for Leave. I understand that as my child has not completed the assessment item as per the schedule they have not met the same requirement/s as other students and therefore may be at an advantage.

I have read and understood the implications of applying for Leave.

Parent Name: _____

Parent Signature: _____

Date: _____

Secondary Principal's signature: _____

Date: _____

Decision: _____



YEARS 10-12 LEAVE APPLICATION FORM

Student Name: _____ Year Group: _____

Start of Leave: _____ Return to School: _____

Total Number of College days missed: _____

Reason for Leave: _____

I _____ as parent/guardian of _____ in Year 10 seek approval for Leave of my child from formal education in order to pursue an alternative activity. This application is made in advance (a minimum of 2 weeks prior to the commencement of leave) in order for the College to make a judgement about the allocation of grades and potential eligibility for academic acknowledgement of my child. I accept that failure to complete this declaration will adversely affect my child's ability to demonstrate the academic course requirements and may withdraw them from potential academic awards.

The determination of the type of leave will come from the following two definitions:

Learning Leave

Learning leave will need to be applied for when the student will be withdrawn from formal lessons which form the normal school day Monday to Friday during the designated school term.

The student would NOT miss any formal assessment tasks, as per the Assessment Calendar.

Learning and Assessment Leave

Learning and Assessment Leave will need to be applied for when the student will be withdrawn from formal lessons which form the normal school day Monday to Friday during the designated school term.

The student WILL miss a formal assessment task/s, as per the Assessment Calendar.

Also complete the second page

My child will be taking: **Learning Leave** OR **Learning and Assessment Leave** (Please circle)

For Learning and Assessment Leave the student is to check their Assessment Schedule, detail any assessments that will be missed in the table below and then to check with the appropriate LEADER OF LEARNING what actions are to be taken.

Student to complete			Leader of Learning to complete	
KLA/ Subject	Assessment Item (indicate if in class or take home)	Scheduled Date of Assessment	Revised Date of Assessment	Leader of Learning Signature
English				
HSIE				
Maths				
Religion				
Science				
PDHPE				
Elective				
Elective				

By applying for leave I acknowledge that the following implications exist:

- My child and I remain responsible for the academic requirements that may not be addressed, as a result of the leave. This includes skill development and content delivery. I may seek assistance (with a minimum of two weeks' notice), from the class teacher, in order to assist my child with their education whilst he/she is on leave.
- This application does not allow my child to be exempt for the formal assessments that are used by the College to determine grades and/ or course marks. My child will have the opportunity to complete any missed assessments in order to have access to the full range of grades in any course, as per NESA requirements. All tasks must be completed in order for teachers to meet the NESA requirement in relation to grades.
- My child may not be eligible for an academic award in any course for which I have applied for Assessment Leave. I understand that as my child has not completed the assessment item as per the schedule they have not met the same requirement/s as other students and therefore may be at an advantage compared to the cohort.

I have read and understood the implications of applying for Leave.

Parent Name: _____ Parent Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Secondary Principal's Decision: _____

Secondary Principal's Signature: _____ Date: _____

ASSESSMENT - ILLNESS MISADVENTURE APPEAL

This form is to be submitted by students in Year 10 who miss an assessment with a valid reason. Make sure all sections are complete before submitting to the Leader of Curriculum. Please print using a black or blue pen.

Student:	Year/ Pastoral Class:
Assessment Task Details/Course:	Date(s) of task:
Teacher	
<p>Reason for: <input type="checkbox"/> Missing the Assessment Task <input type="checkbox"/> Requesting an extension</p> <p>Tick appropriate box and give reason if needed <input type="checkbox"/> Illness <input type="checkbox"/> Bereavement (funeral) <input type="checkbox"/> Misadventure <input type="checkbox"/> Approved Leave <input type="checkbox"/> Other</p> <p>Reason:</p> <p>_____</p> <p>_____</p>	
<p>Checklist (Tick each item when complete)</p> <p><input type="checkbox"/> The school office was notified of the absence: TIME _____ DATE _____</p> <p><input type="checkbox"/> A note from parent/guardian explaining absence is attached</p> <p><input type="checkbox"/> I have read the school Assessment Policy regarding absence and possible penalties</p> <p>Student signature: _____ Date: _____</p>	

SUBMIT THIS FORM TO THE LEADER OF CURRICULUM

Decision:	
<input type="checkbox"/> Extension without penalty	Date Due: _____
<input type="checkbox"/> Sit original task	Penalty: _____%
<input type="checkbox"/> Sit a substitute task	
<input type="checkbox"/> Penalty applies	
<input type="checkbox"/> Zero awarded/ N warning	
Leader of Curriculum's signature:	Date:

