

CHRIST OUR LIGHT



**MACKILLOP**  
Catholic College  
WARNERVALE

# YEAR 10

## Assessment Policy & Procedures Handbook 2026

Review Schedule	
Version Number	1.2
Approval Date	February 2026
Next Review Date	February 2027
Author	Curriculum Lead K-12
Approved By	Deputy Head Student Achievement

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## 1. Leader of Curriculum Message

Assessment is a broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation.

Assessment is used to analyse and interpret the knowledge, understanding and skills that students demonstrate throughout the learning process. Assessment provides information about student learning and achievement at a point in time and the progress students have made.

Assessment is most effective when it is an integral part of teaching and learning. The primary role of assessment is to identify where students are in their learning so that teaching can be adapted to target student needs, and progress can be monitored over time.

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 oneself 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 the Assessment Schedule and Calendar Handbook. 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 must be your own, not something taken from the internet or copied from another student.

Mackillop Catholic College looks forward to assisting you and celebrating your success.

Mrs A Walters  
Deputy Head Student Achievement

Mrs S Winkler  
Curriculum Lead K-12

## 2. College Contact Information

Phone 7256 2116  
Email [smccw@dbb.catholic.edu.au](mailto:smccw@dbb.catholic.edu.au)  
Address 91 Sparks Road, Woongarra NSW 2259  
Website [www.mccwdbb.catholic.edu.au/](http://www.mccwdbb.catholic.edu.au/)

## 3. College Curriculum Team

Principal	Mrs T Appleby
Head of Senior School	Mr P Lynch
Deputy Head: Student Achievement	Mrs A Walters
Deputy Head: Evangelisation and Catechesis	Mrs C Price
Curriculum Lead K-12	Mrs S Winkler
Director of Diverse Learning	Mrs S Mayall

### **Leaders of Learning and Teaching**

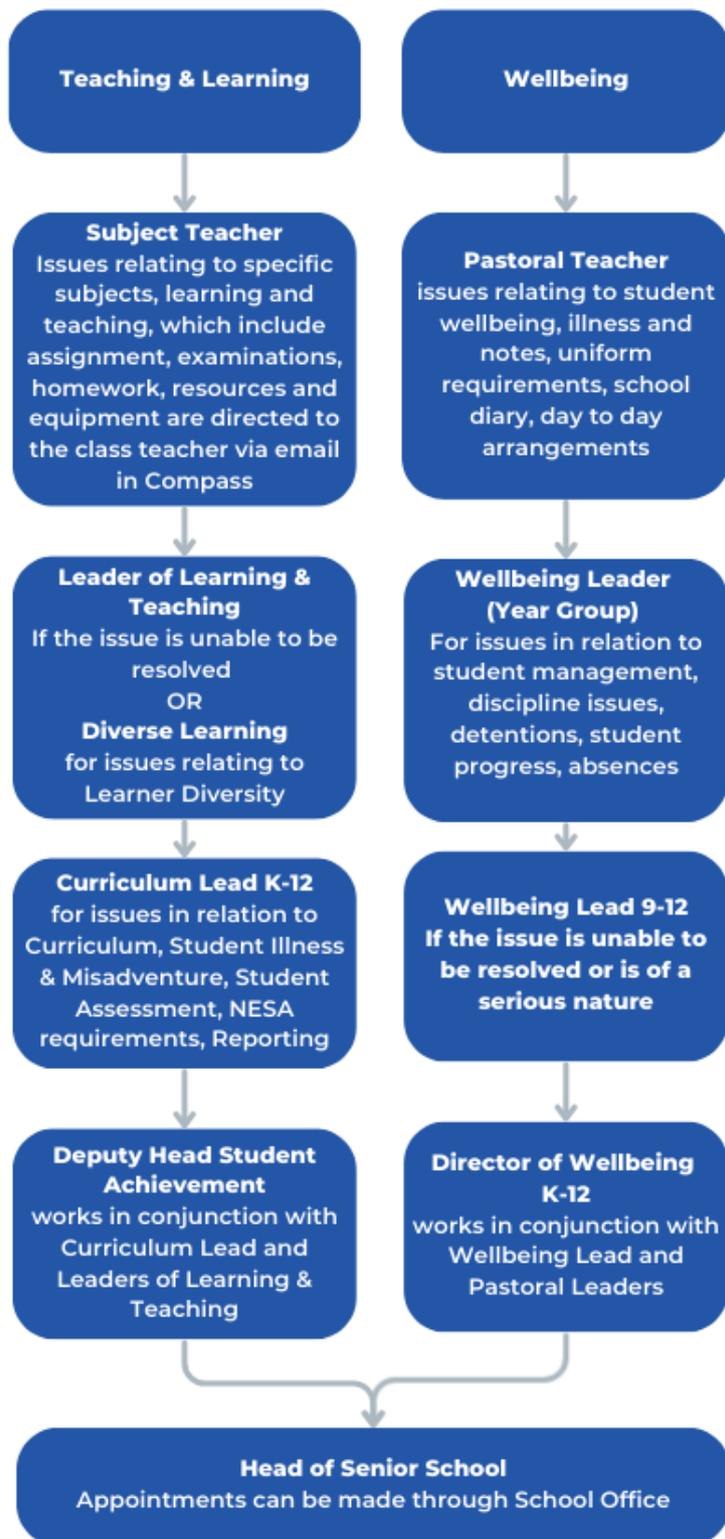
English	Mrs A Goodwin
Human Society & Its Environment	Ms E Sullivan
STEM (Science & Mathematics)	Mrs S Martin
Creative & Performing Arts	Mrs S Baird
Personal Development/Health/Physical Education	Mrs N Abel
Religious Education	Mrs M Baxter
Technological and Applied Studies	Mr D Clair
Vocational Education Training (VET)	Mrs R McArdle
Careers Advisor	Mr D Gasparotto

### **Leaders of Pastoral Care**

Wellbeing Lead 9-12	Mr J Legge
Wellbeing Leader Year 10	Mrs R Elcoate

## 4. Lines of Communication

Most issues at MacKillop Catholic College can be resolved very quickly if directed to the correct staff member. To assist you and your student, the flow chart below details the lines for effective communication within the College.



## 5. NESA Mandatory Study Requirements

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
- Mathematics
- Science
- Geography and/or History
- PDHPE
- Two elective subjects
- Religious Education is a requirement for all students at MacKillop Catholic College.

## 6. Satisfactory Completion of a Course

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.

## 7. 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 school – based assessment, not external tests.
- show a result for all courses completed in Year 10.
- be able to reliably compare students across NSW.

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.

## 8. Approved Leave

### 8.1 Approved Leave

Granting of leave is a matter for the Head of School to determine. The Head of School has discretion in granting leave provided that they are satisfied that the impact of the absence is not substantial and that the progress of the student towards course outcomes will not be unduly affected.

Students intending on taking leave must apply in writing to the Head of School at least two weeks prior to departure providing clear evidence as to why leave should be given by submitting the [Leave Application Form](#) (found on Compass). This form requires parent/carers to list all assessment tasks that will be missed during the absence. Students must wait until the Head of School has given permission, before taking leave. Students should not automatically assume leave has been granted. Vacations taken outside normal College holidays will not be accepted as a valid reason for absence from an assessment task.

If the request for Leave is **not approved** by the Head of School any non-submitted or missed assessment tasks will receive **zero marks**.

As part of the application process students must consult with the LoLT to make arrangements for any assessment tasks by completing the **Pre-Leave Assessment Task Rescheduling Form**. Generally, all hand in tasks must be submitted prior to the leave. In-class tasks will be scheduled before the leave commences and may require students to complete a substitute task at a time decided by the LoLT.

In extreme circumstances the Deputy Head Student Achievement may approve the allocation of an estimate based upon evidence of assessment.

### 8.2 Approved Leave Process

Students must collect the **Pre-Leave Assessment Task Rescheduling Form** as soon as the [Leave Application Form](#) has been submitted and completed **at least 5 school days** before the commencement of the leave. The form must be completed and signed by LoLT for each assessment task. Students are also expected to liaise with their teachers for advice on any work missed during the absence. Rescheduled assessments will generally be done prior to the commencement of the students leave. The student and parent/carer must read and sign the form after their child completes the assessment and subject requirements section. The completed and signed form must be returned to the Curriculum Office **at least 5 school days** before the commencement of the leave.

Students and parents are responsible for the steps highlighted green on the following flow chart.



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

## 9. Assessment Policy

### 9.1 Course Assessment Schedules

The Assessment Schedule & Calendar Handbook lists course assessment schedules indicating:

- The date (Term/Week) for each task
- The weighting for each task
- A description of each task

NESA suggests that a total of 3-5 assessment tasks is sufficient to measure student achievement against syllabus objectives and outcomes.

There will be an assessment free period of one week prior to formal exam weeks.

A student will not perform more than two test-type assessment tasks per day [with the exception of the examination period].

### 9.2 Changes to Course Assessment Schedules

Under certain circumstances, Leaders of Learning & Teaching (LoLT) may find it necessary to vary their assessment schedules. Wherever feasible the LoLT will endeavour to consult with the classes affected. Every consideration will be given to ensure that students do not suffer disadvantage. Students and parent/carers will be informed in writing.

### 9.3 Assessment Notification

Course teachers will advise in writing the precise timing and nature of the task, at least two weeks before the task commences.

The task notification must include the:

- Date of Issue
- Components and weightings, and
- Syllabus outcomes assessed, and
- Nature of the assessment task, and
- Scheduled date and time for attempting or submitting the task, and
- Marking criteria that will be applied (where appropriate)

Assessment notifications will be posted in an electronic format onto the course learning platform. Upon receiving the notification of an assessment task, all students in the class must digitally acknowledge that they have received a copy of the assessment notification and are aware of requirements of the task using the Assessment Acknowledgement form. If uncertain about a task, students should communicate directly with the course teacher or LoLT.

An examination notification will be given out at least 2 weeks prior to the commencement of the exam period.

If a student is absent it is their responsibility to ensure that they know what work has been missed and to catch up on that work. The same conditions apply if students are absent when an Assessment Task is notified. Students are not entitled to any automatic extension of time for the task.

#### 9.4 Submission of Assessment Tasks

The expectation by the College is that all students will **submit assessment tasks for all enrolled courses on the due date.**

Electronic-based assessments are to be finalised and submitted via the platform indicated on the notification, no later than **9:00 am** on the due date. Other forms of assessment such as (but not limited to) class tests/oral presentations/folios/3D models must be submitted by the student on the nominated due date and time as per the submission instructions set out in the Assessment Notification.

Any tasks submitted after **9.00am**, or the nominated time, will be deemed **LATE**. If a student has not been granted, an extension of time for the submission of an assessment task by the Curriculum Lead 7-12, **a zero mark** will be awarded.

No responsibility will be taken if a student gives their assessment to another student, teacher or office staff member. No responsibility is taken for a misplaced assessment task.

Where a student completes an assessment task, either at home or in school, but feels they have been disadvantaged by illness or misadventure the student must complete an Illness/Misadventure Application with the appropriate documentation. For Year 10 students this is a note signed by a parent/carer with a valid excuse for absence.

Students must have their oral assessments prepared for the first day of the designated assessment period, even if their names are not called for until later in that period.

#### 9.5 In Class Tasks – tests, examinations, speeches and presentations

It is expected that each student will bring their own equipment to an assessment task, as well as any special apparatus indicated by the class teacher or on the Assessment Notification.

Students should not expect to be allowed to borrow equipment. Unless other instructions are given, normal examination conditions will apply to all tasks, including mobile phones and smart watches being prohibited from the examination room.

In-class assessment tasks may be scheduled during different periods throughout the school day. Students are reminded of the malpractice provisions of this policy and must understand that their interests are best protected by not assisting students in a class who may have a similar task to complete later in the day. Common conditions and marking procedures will occur for all students.

It is expected that students be present for the start of the school day, and the day prior, to handing in a prepared task or sitting an in-class task, unless illness/misadventure applies otherwise the student may be deemed to have gained an advantage by taking extra time to complete the task. In this case penalties may be applied.

## 9.6 Disability Provisions

The teacher may apply disability provisions for the completion of the assessment task if the student has been granted such provisions by NESAs or by the College's Diversity Team, or in accordance with the adjustments and accommodations agreed upon in the student's current Personalised Learning and Support Plan.

## 9.7 Non-Attempt and Non-Serious Attempt

NESA defines a non-serious attempt as including frivolous or objectionable material in an answer and a non-attempt as including only completing multiple-choice questions. A 'non-attempt' for a task includes non-submissions, late submissions, plagiarism, non-genuine attempt at the task and failure to follow the above procedures.

Students who make non-serious or non-attempts will receive **zero** for all, or part of the task and be required to redo the task in an **Academic Restoration Detention**. This may also result in a **N Award Warning Letter** being issued. Parents/carers will be advised in writing.

## 9.8 Attendance

Students are required to attend all timetabled lessons and College events prior to the submission/ completion of an assessment task. It is not acceptable for a student to be absent from lessons to prepare for an assessment task. This will be considered malpractice as such actions provide students with an unfair advantage. It is considered a form of cheating and students may receive a **zero mark** for the task.

If a student is **absent the day before an assessment task is due**, they are to submit an [Illness/Misadventure Application](#) with a note signed by a parent/carer OR external evidence for the absence. The note will only be accepted with a VALID excuse for the absence. Without an upheld appeal the students will receive a **zero**.

Students who will miss a task due to representative sport at an elite level OR organised by Broken Bay are expected to submit the task on the day it is due as per the Assessment Notification. Any in class tasks that require completion will require an [Illness/Misadventure Application](#) or Elite Sport Assessment Form. Students will sit the task prior to the due date.

Students who are on in school, or at home, suspension are expected to attend any in class assessment tasks on the date and lesson advised on the notification. It is the responsibility of the student to be present for the task. Non-attendance will result in a **zero** mark for the task. They are also expected to submit any hand-in tasks on the due date and time as per the assessment notification.

## 9.9 Absence on the Date of an In-Class Test or Examination

Students with a **planned absence** on an assessment day must complete the [Illness/Misadventure Application](#) and include relevant documentation. For Year 10 students a note signed by a parent/carer with VALID excuse for the absence OR external evidence for the absence such as a doctor's certificate will be accepted. If upheld the LoLT will organise a new submission date. The Illness/Misadventure application must be submitted **within 4 school days of the task date** or a zero mark may be awarded.

If a student has an **unplanned or unforeseen absence** (suddenly ill or is subject to misadventure), they should telephone the College (72562116) by 8.30am on the morning that the task is due and ask that the Curriculum Lead be notified.

The Curriculum Lead will notify the relevant teacher and LoLT that the student will be absent from the task. The student must complete an [Illness/Misadventure Application](#) and present evidence for the absence e.g. parent/carer note with a VALID excuse or independent medical certificate **within 4 school days of the task date**.

Students who arrive late for an in-class assessment task or examination, must report directly to the class and attempt the assessment task. No extra time will be provided for students that arrive late for any assessment task. At the conclusion of the assessment, if a student believes that circumstances beyond their control have occasioned the lateness, they should complete an Illness/Misadventure application. Being late without an acceptable reason is not a VALID excuse.

Entry to examinations will be allowed at a time when it does not interrupt instructions and other students. No extra time is given. At the conclusion of the examination, if a student believes that circumstances beyond their control have occasioned the lateness, they should report to the Curriculum Lead and complete an [Illness/Misadventure Application](#).

## 9.10 Absence on the Due Date of Submission of an Assessment Task

It is recommended that students submit whatever progress work has been completed at that time e.g. drafts, plans, rough work etc. This will be assessed by the teacher and marks may be awarded. If a student believes that circumstances beyond their control have impacted on their assessment task complete an [Illness/Misadventure Application](#) for consideration.

## 9.11 Late or Non-Submission

Students who miss a formal in class 'test-type' assessment task and submit an [Illness/Misadventure Application](#) providing 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.

Students will be required to submit a hand in task on their immediate return to the College.

When a student does not submit a task on time or is not present or an in-class assessment the following communication will occur:

1. The class teacher will notify the students' parent/carer by email, through a Compass chronicle, about the non-submission/completion of a task within 24 hours of the task date. If an [Illness/Misadventure Application](#) (with signed parent/carer note) is not submitted **within 4 school days of task due date** the student is awarded **zero** for the task.
2. If the non-submission is due to absence, leave or an Illness/Misadventure has been approved a Compass chronicle will also be raised to advise the student and parent/carer of the rescheduled date of the assessment (in-class and hand-in). If the hand-in task is not submitted on the revised due date a zero mark will be awarded. The LoLT will send an email home, through a Compass Chronicle.
3. If the task is not submitted within **four (4) school days** after the due date (or revised date), the student will be required to attend an after school Academic Restoration Detention to complete the task and fulfil NESA requirements. Parents/carers will be advised through a Compass Chronicle. The zero mark will stand for the task.
4. The student is encouraged to submit the assessment task before the Academic Restoration Detention, in which case the detention will be cancelled.
5. 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.
6. Failure to attend the Academic Restoration Detention will result in the student being referred to a Long Afternoon Detention.
7. A student who refuses to attend the LAD to complete the task will receive an official NESA Non Completion **"N" Warning Letter** indicating that they are not satisfactorily meeting the course requirements and may not meet the requirements to receive their RoSA. This will be sent to students and parent/carers through a Compass chronicle.
8. Failure to redeem the N warning may result in a student receiving an official **N-determination** (Not Achieved or Not Demonstrated). Parents will be required to attend a meeting to discuss this and the impact on the students ROSA. (*see section 13 for further information*).

## 9.12 Extensions

Extensions will only be granted by the Curriculum Lead in the most exceptional circumstances. Students must apply **four (4) days in advance** in writing with a valid reason. Students must make a request for the extension by completing the [Illness/Misadventure Application](#) form on Compass. The Curriculum Lead will consult with the relevant LoLT before making any decision. Students will be notified by email of the outcome.

In general, students will not receive extensions for foreseeable circumstances, e.g. students could not complete work because they had sports training. It is expected that students will manage their time effectively and adequately plan the completion of assessment tasks. Classroom teachers are not permitted to grant extensions; the LoLT and Curriculum Lead 7-12 will have oversight of this.

Requests at shorter notice will only be accepted in exceptional circumstances only.

Suspended students will not receive extensions for assessment tasks during their suspension period.

### 9.13 Accelerated Courses

Students undertaking accelerated courses will be provided the Assessment Handbook and Policies for the year level relevant to the course they are undertaking. Different policy and procedures apply to Preliminary and HSC courses to meet NESA requirements.

## **10. Reporting**

### 10.1 Marking and Grading

As a general guide, teachers aim for a **2-week turn around** in marking, ensuring that feedback is close to the assessment event in accordance with NESA's assessment principles. Students should receive meaningful and constructive feedback on how they have achieved the outcomes(s) for a particular assessment task. Marks for individual assessment tasks will be made visible to parents and students in Compass.

### 10.2 Reporting

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

<b>A</b>	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>B</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.
<b>C</b>	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.
<b>D</b>	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
<b>E</b>	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.

Each student will receive a report each Semester on how they have achieved course outcomes based on a variety of formal assessment instruments. Year 10 reports will include both a mark and a grade.

## 11. Malpractice Policy

Malpractice is any attempt to gain an unfair advantage over other students. Malpractice in any form is unacceptable. All work must be a student's own or must be acknowledged appropriately. Types of malpractice in assessment tasks may include, but are not limited to:

- using generative AI tools to compose or improve all, or parts of, an assessment task, unless specifically instructed by the task
- plagiarism: using the words, ideas, designs or workmanship of others without acknowledgement; collusion with another student; or copying from another student; paying someone to write or prepare an assessment task. Examples of plagiarism include, but are not limited to:
  - Downloading information from the Internet and presenting as your own work.
  - Taking information from a published source (encyclopedia, book, magazine etc) without acknowledgment.
  - Copying another student's work
  - Getting help or ideas from another person without acknowledging this.
- being in possession of unauthorised notes or electronic devices during a test or examination.

A student who knowingly assists another student to engage in malpractice, is also engaging in that malpractice.

In the case of suspected plagiarism and use of AI specifically, the student will be asked to provide evidence that all unacknowledged work is entirely their own. Such evidence might include but is not limited to:

- the student providing evidence of and explaining the process of their work, which might include journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas
- the student answering questions regarding the assessment task, examination or submitted work under investigation, to confirm that their actual knowledge of the content is consistent with the level of knowledge in the submitted work.

If malpractice is concluded to have occurred, one of the following consequences will apply:

- reduced marks for all or part of the task
- zero marks for all or part of the task

Students and their parent/carers will be advised by Compass Chronicle of any malpractice incidents. These incidents may result in an N Warning Letter and resitting of the task.

## 12. Illness / Misadventure Policy & Procedures

### 12.1 Illness / Misadventure Policy

Penalties apply when a student does not submit / attend a task on the due date at the specified time, except in cases where the student application for illness / misadventure is approved.

Due to NESA requirements Year 10 students must follow a different procedure and policy in their RoSA year. In the case of illness students must provide a note signed by a parent/carer OR an independent medical certificate that states the absence, and that the student was in no condition to do the task on the day. In the case of misadventure, students must include documentation related to the misadventure. This may require approval from the Head of School.

Students who become ill during an assessment task should advise the supervisor. If they are unable to continue, they will be sent to sick bay, parent/carers contacted, and the student will need to complete an Illness/Misadventure Application.

Students who experience some misadventure (eg car accident) on the way to an assessment task are to immediately inform the College Office by phone or upon arrival. The LoLT will advise the class teacher.

Technical failures related to computing equipment will not constitute sufficient grounds for the granting of an extension or misadventure. Students are expected to follow responsible practices in relation to the use of technologies, including the maintenance of reliable and up to date backup copies, allowing sufficient time to deal with potential technical failures and the retention of printed draft copies.

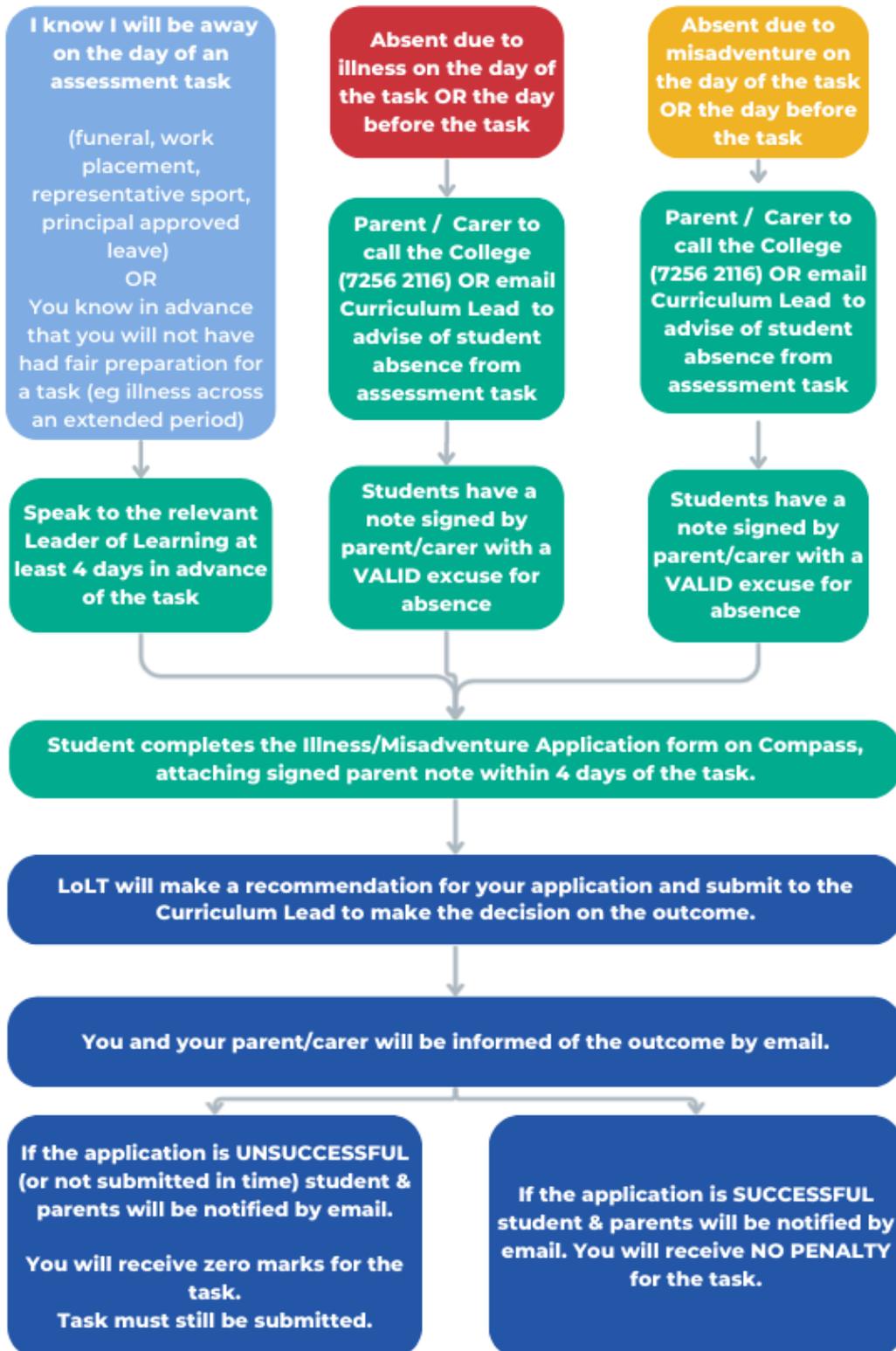
If a student encounters difficulties of this nature, they are to report this to the LoLT and make alternative arrangements to submit the task. Students will **not** be granted an extension due to technical problems.

During an exam period the Illness/Misadventure Application should be submitted the first day the student is fit or well enough to continue with exams.

If a student does not complete a task by the due date or attend a scheduled assessment task, and has their Illness/Misadventure Application declined, the College will record a **zero mark** for the assessment task.

## 12.2 Year 10 Illness / Misadventure Procedure

Students and parents are responsible for the steps highlighted green on the following flow chart.



## 13. Warnings & N Determinations

### 13.1 Official Warning Letters

Where a student fails to comply with NESA or College requirements for the satisfactory completion of a course, the student will receive an official warning letter from the College outlining the nature of any outstanding **classwork, learning responses or assessment tasks**. The warning letter is designed to give the student the opportunity to redeem themselves. It will contain details of work to be completed and the timeframe for completion and return. To redeem an official warning letter, the student must comply with the letter's requirements in full. Once the N Warning is redeemed by completing the outstanding work there is no further action or impact on the students ROSA. Redeemed N Warnings remain on the students Compass profile but do not get passed onto NESA.

Failure by the student to respond to the requests made in official warning letters may lead to the issue of an 'N' Determination in that course, indicating non-completion of course requirements. An 'N' Determination will mean that the student may not be eligible for the award of the RoSA.

### 13.2 Non- Completion Determination (N Determination)

NESA has delegated to Principals the authority to determine if students seeking the award of the RoSA at their school have satisfactorily completed each course in which they are enrolled in accordance with the requirements issued by NESA. Principals therefore will determine if there is sufficient evidence that each student has applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.

While NESA does not stipulate attendance requirements, Principals may determine that, as a result of absence, the course completion criteria may not be met. Clearly, absences will be regarded seriously by the Principal who must give students early warning of the impact of such absences. Warning letters must relate the student's absence to the non-completion of course requirements.

In cases of non-completion of course requirements, an 'N' determination will be submitted via Schools Online. Courses that were not satisfactorily completed will not contribute to the RoSA.

## 14. 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 (graffiti free) equipment and stored in a clear plastic sleeve or clear pencil case;

- black pens
- pencil
- eraser
- ruler
- calculator (NESA approved)

During exams students will not be allowed to borrow equipment from other students.

Year 10 students are to use their school exam number as a means of identification in all exams.

### 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 wristwatch 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
- Exam papers defaced, or containing any form of graffiti may not be marked

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

## 15. Summary of Student Responsibilities

A student must work with diligence and sustained effort in order to pass a course.

- Disruptive behaviour does not demonstrate diligence and sustained effort in the classroom environment.
- Repeated failure to complete homework does not demonstrate diligence and sustained effort.
- Non-serious attempts at assessment do not demonstrate diligence and sustained effort.
- Unexplained and constant absence from class does not demonstrate diligence and sustained effort.

Students have the right to:

- be informed of the assessment policies of the College and NESA
- receive clear guidelines relating to the requirements of each assessment task
- receive meaningful feedback that assists them to review their work
- query the mark for an individual task at the time of its return.

A student is expected to:

- become familiar with, and follow, the assessment requirements set by the College.
- acknowledge the receipt of all mandatory assessment tasks (Year 10)
- complete all set tasks on time or talk to teachers about what is required.
- follow all instructions given for a task, in the notification and on the task itself
- make a genuine and serious attempt in all tasks avoiding behaviour which could be considered cheating, including plagiarism.
- keep records of the progress of your work, for example version history of Word documents.
- keep a final copy of all submitted assessment tasks. This copy can be in the form of printed hard copy, a saved file, photocopy, scanned digital images (jpg files), or digital photographs taken on a camera or mobile phone. It is recommended that this copy be stored on an external drive, or cloud storage such as OneDrive. This copy will:
  - provide the student with the opportunity to submit a replacement task if the correct processes for submission have not been followed; and
  - provide proof to the teacher that they have attempted/completed the task according to instructions.
- follow up any concerns with tasks at the time they are marked and returned.

It is the responsibility of any student who is/has been absent:

- to find out if any assessment tasks have been announced.
- to report to the Curriculum Lead 7-12 on the first day back to the College, to commence an Illness/Misadventure Application.
- to produce an independent medical certificate, where illness is involved

## 16. Forms

16.1 <a href="#">Illness/Misadventure Application</a>	Please note you must: <ul style="list-style-type: none"> <li>• Attach an independent medical certificate or official documentation explaining your absence.</li> </ul>
<u>16.2 Leave Application Form</u>	Please note you must: <ul style="list-style-type: none"> <li>• Submit this form at least 2 weeks prior to the commencement of leave</li> </ul>
16.3 Pre-Leave Assessment Task Rescheduling Form (hard copy only- pink)	To be collected from Curriculum Office and completed at least 5 days before commencement of leave
16.4 Elite Sport Assessment Form (green)	To be collected from Curriculum Office and completed at least 5 days before assessment task

## PRE-LEAVE ASSESSMENT TASK RESCHEDULING FORM

This form is to be completed once a [Leave Application Form](#) has been submitted in Compass. The Compass form will be submitted to the Head of School to decide of whether or not to grant leave. Regardless of whether student leave is approved or not, ALL assessment tasks must be submitted/completed on the due date.

<b>Student Name:</b>		<b>Year Level:</b>	
<b>Dates of proposed leave Term/Week</b>	<b>From:</b>		<b>To:</b>
<b>Total number of College days absent:</b>			

### INSTRUCTIONS:

1. Students must collect this form as soon as the [Leave Application Form](#) has been submitted and completed at least 5 school days before the commencement of the leave.
2. The second page of this form must be completed, sighted by all teachers and signed by Leaders of Learning & Teaching for each task. Students are also expected to liaise with their teachers for advice on any work missed during the absence. Rescheduled assessments will generally be done prior to the commencement of the students leave.
3. The student and parent/carer must read and sign the form after their child completes the assessment and subject requirements section.
4. The completed and signed form must be returned to the Curriculum Office at least 5 school days before the commencement of the leave.

### Parent/Carer and Student

I understand that my son/daughter will be on leave from school for \_\_\_\_\_ days and this may adversely impact their academic studies during this time. It is a requirement for my son/daughter to complete set learning and assessment tasks that has been requested by the due dates.

I understand that students who do not submit or complete tasks before the rescheduled date will receive late submission penalties as per the Assessment Policy. If the Leave Application is not approved by the Head of School and submission/completion dates are not adhered non-submission penalties as per the Assessment Policy will apply.

I understand that it is the responsibility of my child to ensure they see their teachers upon return to collect any additional learning.

<b>Signed by Student:</b>	<b>Date:</b>
<b>Signed by Parent/Carer:</b>	<b>Date:</b>

Principal Approved Leave	Yes	No
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**Assessment & Subject Requirements: TO BE COMPLETED BY ALL CLASS TEACHERS AT LEAST 5 DAYS BEFORE THE COMMENCEMENT OF LEAVE**

<i>Student to complete (use Assessment Calendar and/or Assessment Notifications)</i>				<i>Leader of Learning &amp; Teaching to complete</i>	
<b>Faculty / Subject</b>	<b>Class/Assessment Item</b> (indicate if in class or take-home task)	<b>Class Teacher</b>	<b>Scheduled Date of Task</b>	<b>Revised Date of Assessment</b>	<b>LoLT Signature</b>

Parent/Carer Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Curriculum Lead K-12: \_\_\_\_\_ Date : \_\_\_\_\_