



# ASSESSMENT TASK RULES AND PROCEDURES

Updated September 2018

*For a detailed copy of the MacKillop College Assessment Policy please see the College website. Year 11 and 12 students must also be very familiar with their Preliminary and HSC Assessment Handbooks.*

## **The MacKillop College Assessment Policy:**

- Ensures accurate and fair marks and grades.
- Ensures NSW Education Standards Authority (NESA) rules and guidelines are adhered to.
- Provides teachers, students and parents with feedback on student learning.

## **To assist students:**

- Assessment programs for each course will be distributed at the beginning of the school year. Each course in Years 7-11 will have a maximum of three assessment tasks. HSC courses will have a maximum of four tasks.
- Assessment calendars are published at the beginning of each term with 'Due Dates' for all tasks. Calendars are published on Moodle, on the College website and in the College newsletter.
- Students are given an Assessment Task Notification at least two weeks prior to the due date outlining the nature of the task, weightings, requirements and expectations.

## **Types of Assessment Tasks:**

- 1) IN-CLASS (IC): Tasks completed at school eg. exams, tests, in-class essays, practical tasks.
- 2) HAND-IN (HI): Tasks prepared predominantly out of class and at home and submitted on a due date.

## **What if I know I am going to be away on a day an assessment task is due to be handed in or done in class?**

- You must complete a "PLANNED ABSENCE NOTIFICATION – Request for Extension of Due Date" form which can be downloaded from the Assessment section on Moodle, collected from the Assistant Principal, Curriculum's office or the College office.
- Years 7-10 must submit the form to the Assistant Principal, Curriculum two weeks prior to the due date.
- Years 11-12 must submit the form to the Leader of Curriculum two weeks prior to the due date.
- Once a decision is made the Assistant Principal, Curriculum, or Leader of Curriculum, will meet with you to discuss the outcome of your application. The student, parent, class teacher and Leader of Learning will then be emailed a copy of the request outcome.

## **What if on the day a task is due to be handed in or completed in class I am sick, or cannot make it to school?**

- Years 7-10 students on the day you are absent there must be a phone call to the front office. On the day of your return to school you must submit a HAND-IN task immediately to your class teacher or the Leader of Learning. For missed IN-CLASS tasks you must go to PC then immediately to the Student Services room to complete the task.
- Years 11-12 students must notify the office before 8.45am. Immediately upon your return to school you must provide the Leader of Curriculum, or Assistant Principal, Curriculum, with a "UNPLANNED ABSENCE OR MISADVENTURE NOTIFICATION" form which can be downloaded from Moodle or collected from the front office. You must also submit a Doctor's Certificate and expect to complete the task immediately. HAND-IN tasks must still be submitted before the commencement of the school day (PC bell) on the due date.
- If a student in Years 7-12 is absent in the days leading up to a task and returns on the day of the task they are required to sit, or submit, the task. If a student feels that due to their absence they were unable to perform to the best of their ability they may submit an Unplanned Absence or Misadventure Notification form.

## **Penalties:**

Please refer to the College Assessment Policy and Preliminary and HSC Handbooks for details on:

- Penalties which may be applied for failure to follow the above procedures or submit or complete tasks.
- Rules on technical errors due to iPad, computer or printer problems.
- Family holidays during Assessment Periods. Holidays are strongly discouraged and may result in penalties, especially for Year 11 and 12 students.

## **Note:**

Years 11-12 students lose the following marks for a late submission, or completion, of a task:

- Day 1 – 30%; Day 2 – 50%; Day 3 – 70%; Day 4 – 90%; and Day 5 – 100%.
- Years 7-10 lose 10% for every day a task is late or not completed.