

GOOMERI STATE SCHOOL P – 10 YEARS 7 – 10 ASSESSMENT POLICY

An assessment guide is distributed early in each term.

The aim of this policy is to maintain consistency and fairness by ensuring that all students work within the same framework.

1. All assessment tasks (including assignments, projects, tests etc) which are used for **summative levels of achievement** must be:
 - The student's own work
 - Completed and presented on the due date
2. In exceptional circumstances **extensions** for assignment work can be **granted by the Principal** if:
 - The request is made in writing or personal contact prior to the due date
 - The student is able to present, if requested, evidence of work already done
3. If the student is **absent on the day** a written or oral assignment is due he/she should:
 - Make every effort to send the task to school with a relative or friend or
 - If this is not possible parents should contact the school to explain the situation and make arrangements for the assignment to be handed in/completed at another time.
4. If the student **leaves an assignment** at home on the due date the **Principal** will contact the parents to ensure the task has been completed. If the task cannot be brought to school then it will be due the next school day.
5. If the student **will be or is absent on the day of a test**:
 - He/she should notify the teacher before the date of the test and make arrangements for an alternative time/date
 - Ring the school, if absent on the day, and make arrangements for an alternate time/date
6. When **no other arrangements** have been made a **late or incomplete assignment** will be:
 - Marked and commented on
 - Credited toward completion of the course