



St Johns Park High School

Stage 6 Assessment Task Flow Chart

Students receive a minimum of two weeks notification of all assessment tasks

Students must hand in or sit assessment task on the due date. If this is not possible, alternative arrangements will be made. (Illness Misadventure Appeal Form must be completed)

Extensions and estimates will only be granted under exceptional circumstances and with negotiation with supervising Deputy Principal where required. (Illness Misadventure Appeal Form must be completed)

Planned Leave

Student knows they will be absent on the date of the assessment task. This may be due to school representation, school business, workplacement, approved leave, planned medical procedure.

Student collects illness misadventure form from office or downloads from Google classroom prior to absence and submits, with documentation at least **ONE week** prior to task due date to relevant Head Teacher.

Alternate assessment arrangements will be made by the Classroom Teacher and Head Teacher. Estimates will only be granted under exceptional circumstances and negotiated with supervising Deputy Principal.

Faculty Head Teacher consults with supervising Deputy Principal (if required) and determines outcome.

Unplanned Leave

Student is absent on the day of the task due or submission. This may be due to illness, emergency or other unplanned reason.

Student notifies the school of absence and seeks appropriate supporting documentation. This could include; Medical certificate, or relevant documentation such as Statutory Declaration, Transport NSW or Police ID number.

On the **first day** of attendance after absence, the student presents an Illness Misadventure Form to relevant Head Teacher with supporting documents. Estimates will only be granted under exceptional circumstances and negotiated with supervising Deputy Principal.

For hand-in tasks, students are to submit the assessment with above form to the Head Teacher before school at 8.30am.

For in class tasks, alternative assessment arrangements will be made with the Classroom Teacher and Head Teacher.

Faculty Head Teacher consults with supervising Deputy Principal (if required) and determines outcome.

Assessment Reviews and Appeals

In the event that a student questions or has concerns relating to marked assessment tasks, these must be raised with the Head Teacher within **one week** of receipt of the marked task by completing the **Assessment Reviews and Appeals Form**.