**Swansea High School**

**SUMMARY OF ASSESSMENT EXPECTATIONS**

**Assessment Tasks Due Date Time:** Tasks are due during the timetabled period on the due date of the task. If there is no class on that day the task is due by the end of the school day which is 3.20 Monday Tuesday, Thursday and Friday and 2.30 on Wednesdays.

**Illness /Misadventure Appeal:** Is when an accident, illness or other unforeseen circumstance prevents a student from completing a task. A form is available for students to explain the situation and ask for special consideration and an opportunity to undertake the task. If the appeal is upheld there is no penalty to the student’s mark. ***Appeal forms are available from Head Teachers and Deputy Principal and should be handed to the teacher of the subject concerned. Teachers then discuss the Appeal with their HT. Students/Parents may appeal to the Principal if they disagree with the decision.***

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| **STAGE** | **TASK NOT COMPLETED** | **ILLNESS & MISADVENTURE REQUIREMENTS** |
| **STAGE 4: Yearrs 7 & 8****AND****STAGE 5: Years 9 & 10** | * **Letter home** to advise non-completion.
* **Zero Mark Awarded** if task **not submitted**. Student must still complete task.
* **Full Marks awarded**  - Task completed **with** Illness / Misadventure Appeal Application **upheld**
* **50% of Marks awarded** - Task completed within 1 week (7 days) **without** Illness / Misadventure form
* **30% of Marks Awarded –**Task is presented before Semester Grades (Reports) are finalised.
* **Weekends count as 2 days – email on Saturday to reduce penalty**
* If a task is due when a student is on school approved business (alternate programs / TAFE / sport etc), the teacher and student negotiate when the task is to be undertaken or submitted
* If a student has **HOLIDAYS** in school time, make up assessments can be granted.
 | * Initial Appeal paperwork to be lodged within two days of due date or on the return from illness.
* Appeal supported with a **signed letter from the parent if a** **Medical Certificate / Pharmacy Certificate or statutory declaration** are unavailable. These must be lodged **within 1 week** of the Appeal paperwork submission.
* Students must inform the school of impending **HOLIDAYS** and negotiate with teachers when tasks can be completed.
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| **STAGE 6: Years 11 & 12** | * All tasks must be completed by the due date
* An **N Award** **Warning** will be issued immediately – BOS requirement
* If an Illness / Misadventure Appeal is **upheld** an **estimate will be made at end of course based on all other results.**
* Task must still be completed to assist in academic progress
 | * Initial Appeal paperwork must be submitted within two days of task due date or on return from illness.
* A **Medical Certificate** **/ Pharmacy Certificate or Statutory Declaration** is essential and must be submitted within 1 week of the Initial Appeal application.
* **BOS POLICY: HOLIDAYS WILL NOT BE CONSIDERED A LEGITIMATE REASON FOR NON-COMPLETION OF A TASK IN STAGE 6.**
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