

Assessment Policy

All students are provided with an individualised course/assessment planner within the first two weeks of each semester. The planner provides valuable information for use in time management over the semester. It also enables parents to be informed of the nature and volume of the semester's assessment, and gives an outline of the curriculum content to be covered on a week to week basis. Students are also able to access their course/assessment planner electronically both at school and at home through the OneSchool website oslp.eq.edu.au

- i) Assessment instruments will be implemented on the due date unless:
 - a) A variation has been negotiated with the teacher and the Principal
 - b) Assessment Consideration for an individual student has been granted by the Principal in cases where it has been demonstrated that exceptional circumstances exist. This would normally involve a medical certificate or communication from the parent.
- ii) If assessment cannot be completed at the time indicated on the planner, the student must apply for Assessment Consideration.
 - a) Four categories of reason are generally acceptable:
 - Illness (supported by a medical certificate for students in Years 11 and 12)
 - Compassionate
 - School approved/related activities, eg NQ sport representation
 - Other – any reasonable situation can be negotiated and treated on individual merit.
 - b) Procedure:
 - Student obtains form and completes appropriate section **before** the due date unless illness prevents prior completion
 - Student attaches medical certificate / documentation to this form. Parent signs and dates form
 - Student asks subject teacher to complete teacher section
 - Student reports to Principal who completes form. Student reports to teacher with completed form
 - Teacher attaches form to assessment (Yr 7, 8, 9 & 10) or retains for records (Yr 11 & 12).
- iii) If assessment is not completed at the time indicated and Assessment Consideration does not apply then consequences will be applied on an individual basis and students may be required to complete the assessment in lunch or after school detention.

Assessment Consideration Request

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