



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

ASSESSMENT RE-SIT POLICY & PROCEDURE

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Catholic Regional College Caroline Springs Assessment Re-sit Policy

Rationale

Ensuring quality and consistency of assessment within each Learning Area is important in establishing academic rigor within the College. With the introduction of the Victorian Certificate of Education (VCE) to Catholic Regional College Caroline Springs, to meet VCAA Guidelines, a designated time allocated for the re-sitting of Assessment Tasks for students absent during these classes, was required. This time period has subsequently been made available to all students across the College.

Scripture

Acts 20:24

My only aim is to finish the race and complete the task Lord Jesus has given me.

Overview

A 60-minute assessment re-sit period takes place each Tuesday and Thursday from 3:20pm – 4:20pm in the *College Cafeteria*. This re-sit period is supervised to allow for students who have missed in-class assessment tasks to complete these, without the need to be absent for additional class time. Students attending the re-sit period are required to be present until 4:20pm. All parents/carers have signed a year-long Operoo Permission Form for their child to be eligible to attend the after-school Assessment Re-sit.

Examples of assessment tasks, which can be completed during the re-sit period include, but are not limited to:

- VCE Assessment Task
- Test
- Essay
- Practical Report Write Up
- Media Analysis

Assessment Tasks with a practical or oral component, are not able to be completed during the Assessment Task Re-sit period.



Process

1. A student is absent from class for a designated Assessment Task.
2. The teacher contacts the absent student and parent/carer to inform them of the need to attend Assessment Re-sit on the following Tuesday, or Thursday, at the College, using the Assessment Re-sit Notification on the Student Information Panel (SIP) on SEQTA, by no later than 3:40pm on Friday, or Tuesday, prior.
3. The Learning & Teaching and Curriculum Leadership Teams supervise students at the Assessment Re-sit.
4. The Learning & Teaching Team and Curriculum Leadership Teams notify parents/carers of any non-attendance at the Assessment Re-sit via SMS by no later than 3:45pm.

If the student is absent from the Assessment Re-sit

- The teacher should record a score of 0% for the Assessment Task on SEQTA in this instance, which will impact the Overall Result for the subject.
- If a student is absent from an Assessment Re-sit, but is able to provide a medical certificate for their absence upon their return; the teacher is able to re-schedule the Assessment Re-sit for the following week.