



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

Assessment Re-sit 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 School Assessed Coursework (SAC) 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 100-minute assessment re-sit period takes place each Tuesday from 3:20pm - 5:00pm 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 for Assessment Tasks of 60 minutes duration or less, or until 5:00pm, for Assessment Tasks longer than 60 minutes. All parents/carers have signed a year-long Operoo Permission Form for their child to be eligible to attend the after-school assessment task re-sit period.

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

- SAC
- Test
- Essay
- Practical Report Write Up
- Media Analysis

Assessments 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 SAC or 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 next Thursday at the College, using the Assessment Re-sit Notification on the Student Information Panel (SIP) on SEQTA, by no later than 3:30pm on Friday prior, indicating the time of departure for the student.
 - This notification should also be sent to the Year Level Leaders (YLL) and EA Deputy Principal Learning & Teaching.
3. The teacher completes the Assessment Re-sit Form (available via the SEQTA Homepage) and attaches a hardcopy of the relevant SAC or Assessment Task documentation to the form.
4. The teacher hands the completed Assessment Re-sit Form to the EA Deputy Principal Learning & Teaching, by no later than 3:30pm on Monday prior.
5. The Learning & Teaching Team supervises the Assessment Re-sit, and places the completed Assessment Task in the teacher's pigeon hole at the conclusion of the Assessment Re-sit.
6. The Learning & Teaching Team notifies 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 Learning & Teaching Team, will return the original Assessment Re-sit Form to the teacher's pigeon hole at the conclusion of the Assessment Re-sit.

- The teacher should record a score of 0% for the Assessment Task on SEQTA in this instance.
- If a student is absent from an Assessment Re-sit, but is able to provide a medical certificate for their absence, the Assessment Re-sit is able to be re-scheduled for the following week.