



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, and to meet VCAA Guidelines, a designated time allocated for the re-sitting of missed Assessment Tasks for students absent during class has been provided. This time period has subsequently been made available to all students across the College, enabling completion of missed Assessment Tasks without further loss of class time.

Scripture

Philippians 4:13

I can do all things through him who strengthens me.

Overview

A 70-minute assessment re-sit takes place each Tuesday and Thursday from 3:05pm – 4:15pm in the College Cafeteria. The re-sit period, supervised by the Curriculum Leadership Team, provides students with the opportunity to complete missed in-class assessment tasks due to approved absences or medical reasons, without impacting regular class time. Students attending the re-sit session are required to be present until 4:15 pm.

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.



Assessment Re-sit Process

If a student is absent from class for a designated Assessment Task, the process followed will depend on the reason for the student's absence:

Assessment Re-sit for School Approved Absence:

A school approved absence will be marked on the student's attendance history on SEQTA, and may include (but is not limited to):

- Excursions
- Camps
- SACCSS Carnivals
- College events (eg. Production rehearsal).

1. If a student is absent due to a school approved absence, the teacher informs the student that they will need to complete an Assessment Re-sit.

2. The teacher views the student attendance history via the Student Information Panel (SIP) on SEQTA to ensure the Assessment Re-sit does not clash with another School Approved Absence.

3. The teacher enters an Assessment Re-sit Notification on the Student Information Panel (SIP) on SEQTA. The teacher notifies the parent/ carer by ticking the 'email student's guardians' box.

4. The Assessment Re-sit Notification must indicate if the Assessment Re-sit will take place on a Tuesday or Thursday by **changing the date accordingly**.

Assessment Re-sit (Supervised by the Curriculum Leadership Team)	Notification & Paperwork deadline
Tuesday Assessment Re-sit	Entered and due by no later than <i>Friday 3:40pm</i> and sent to the parent/carers.
Thursday Assessment Re-sit	Entered and due by no later than <i>Tuesday 3:40pm</i> and sent to the parent/carers.



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5. The teacher completes the Assessment Re-sit Form (available via the SEQTA Homepage) and attaches a hardcopy of the relevant Assessment Task to the form, placing it in the respective tray in the Romero reception area by the deadline.
6. On the day of the Assessment Re-sit, Administration Support completes the attendance via SEQTA by no later than 3:45pm.
7. The teacher is to attend the first 5 minutes of the Assessment Re-sit to ensure the student understands the task.
8. Administration support notifies parents/carers of any non-attendance at the Assessment Re-sit via SMS by no later than 3:45pm on each respective day.
9. At the conclusion of the Assessment Re-sit, the supervising staff member places all completed Assessment Tasks in the teacher's pigeonhole.

Assessment Resits for Non – School Approved Absence:

In the event a student is absent from class for a designated Assessment Task, and they are **not** marked on SEQTA as having a school approved absence, the following process should be followed:

1. The Teacher completes a Missed Assessment Notification in the Student Information Panel (SIP) on SEQTA **the same day** the assessment is missed. They must tick the box 'Email student's guardians' to send the notification to parents/carers. The notification advises that a valid medical certificate must be submitted to student reception by 4 pm, two days after the missed assessment (if a teacher enters a Missed Assessment Notification on Monday, a medical certificate should be submitted by Wednesday 4pm).
2. The date box in the Missed Assessment Notification must be the date that the assessment was missed.
3. Administration Support will monitor for the submission of the medical certificate.
4. If a medical certificate is NOT submitted, Administration Support will notify the teacher via email, who can award a zero % and NS grade for the task (NS grade applies Years 7-10 only).
5. If a medical certificate is submitted, Administration Support will notify the teacher via email, who may then schedule an Assessment Re-sit session, by entering an Assessment Re-sit Notification on the Student Information Panel (SIP) on SEQTA, following the same



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Notification & Paperwork deadlines. The teacher notifies the parent/ carer by ticking the 'email student's guardians' box.

6. The Assessment Re-sit Notification must indicate if the Assessment Re-sit will take place on a Tuesday or Thursday by **changing the date accordingly**.

Assessment Re-sit (Supervised by the Curriculum Leadership Team)	Notification & Paperwork
Tuesday Assessment Re-sit	Entered and due by no later than <i>Friday 3:40pm</i> and sent to the parent/carer.
Thursday Assessment Re-sit	Entered and due by no later than <i>Tuesday 3:40pm</i> and sent to the parent/carer.

7. The teacher completes the Assessment Re-sit Form (available via the SEQTA Homepage) and attaches a hardcopy of the relevant Assessment Task to the form, placing it in the respective tray in the Romero reception area by the deadline.

8. The teacher is to attend the first 5 minutes of the Assessment Re-sit to ensure the student understands the task.

9. Administration Support notifies parents/carers of any non-attendance at the Assessment Re-sit via SMS by no later than 3:45pm on each respective day.

10. At the conclusion of the Assessment Re-sit, the supervising staff member places all completed Assessment Tasks in the teacher's pigeonhole.

NB: If a student is absent on compassionate grounds (e.g. a funeral), the Director of Curriculum and Pedagogy may approve an Assessment Re-sit to be scheduled.

Non-Attendance of Assessment Re-sit

The following are considered **acceptable** reasons to not attend an Assessment Re-sit. Documentation must be submitted within 48 hours of the missed re-sit session and will be validated by the College:

- illness (medical certificate required with an accompanying parent/carer note to reception)



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- compassionate grounds i.e., a funeral (parent/carer to provide note to reception)

An Assessment Resit will be rescheduled by the College:

- Administration Support notifies the parents/carers and teacher via the Student Information Panel (SIP) on SEQTA that the student has been approved for a Rescheduled Assessment Re-sit.
- Administration Support will complete the Reschedule Assessment Re-sit slip located at the bottom of the Assessment Re-sit form.
- the Assessment Task and updated Assessment Re-sit form will be placed in the appropriate tray for the next available Assessment Re-sit.

If the above is not applicable, Administration Support will notify the teacher via email, who can award a zero % and NS grade for the task (NS grade applies Years 7-10 only).