

# Process for Missed in Class Assessments

## Assessment Re-sit sessions:

- Run on Tuesdays and Thursdays from 3:05pm – 4:15pm in the student cafeteria
- Students remain in Assessment Re-sit until 4:15pm
- Students who study a VCE subject are only eligible to attend sessions Tuesday

## STUDENT IS ABSENT FROM CLASS ON DAY OF ASSESSMENT

### SCHOOL APPROVED ABSENCE

Includes (but is not limited to):

- Excursions
- Camps
- SACCSS Carnivals

### NON-SCHOOL APPROVED ABSENCE

Includes (but is not limited to):

- Illness

The student will automatically be scheduled to attend the next available Assessment Re-sit session:

- Student will be informed by their subject teacher of the scheduled date
- Parents/carers will receive SEQTA and email notification

Teachers will inform parents / carers that the student has missed an in-class assessment via SEQTA and /or email

### STUDENT ATTENDS ASSESSMENT RE-SIT

- Work is graded and feedback provided

### STUDENT FAILS TO ATTEND ASSESSMENT RE-SIT

- Documentation in support of the absence from Assessment Re-sit must be provided to Student Reception within 48 hours of the missed Assessment Re-sit session
- Once documentation is validated, the Assessment Re-sit session will be rescheduled, and parents / carers will be notified via email

Parent/carer submits approved documentation (i.e. Medical Certificate) in support of the absence to student reception by 4pm, two days after the missed assessment

### NO DOCUMENTATION SUBMITTED

- Student will not be eligible to attend Assessment Re-sit
- Teacher awards zero % score for task.

### DOCUMENTATION SUBMITTED

- Student will be scheduled to attend next available Assessment Re-sit session
- Students and parents/ carers will be notified via SEQTA and email of scheduled date

### NO DOCUMENTATION SUBMITTED

- Student will not be eligible to attend Assessment Re-sit
- Teacher awards zero % score for task.

### STUDENT ATTENDS ASSESSMENT RE-SIT

- Work is graded by teacher and feedback provided

## Documentation in support of Missed In-class Assessment or Assessment Re-sit session:

For Illness please provide a medical certificate with an accompanying parent/carer note to reception.

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.