ALEXANDRA HILLS STATE HIGH SCHOOL

JUNIOR SECONDARY ASSESSMENT POLICY– EXAM & ASSESSMENT

Assignment Submitted on Due Date

Draft submitted on due date as per Teacher requirements.

Final submission submitted during class on due date.

Student must submit task sheet, marking guide and assignment.

Full credit awarded.

Assignment Student Absent on Due Date

Student to submit by 4pm on due date via email.

OR

If absent due to school activity, email by 4pm or submit before due date.

OR

If sick, parent notifies teacher/HOD to request extension. Student issued new due date.

Full credit awarded.

Assignment Student arrives without Assignment

Student is required to hand in draft as final submission.

OR

If no draft, student is required to complete during break time.

Recorded on Oneschool as Academic Breach and Parents notified, referred to Curriculum HOD.

Student receives credit for what has been submitted.

Detention issued by Curriculum HOD.

Exams Student Absent on Exam Day

Parent must notify Teacher of student absence.

Teacher notifies parent of exam/presentation that has been missed.

Student reports to Teacher upon return who will administer Exam.

Full credit awarded.