



ALEXANDRA HILLS STATE HIGH SCHOOL

SENIOR SCHOOLING ASSESSMENT POLICY AND PROCEDURES – EXAMS

Student Absent

- Student is absent on day of exam.
- Evidence is required i.e. medical certificate dated on day of absence.

Notify School

- Parent/Guardian must notify the school on the day of absence and advise **DP SS/HOD SS** via phone or **exams@alexandrahillsshs.eq.edu.au** (or Curriculum HOD if **NOT** during Exam Block) of absence from exam and reason for absence.
- If student is absent on the day of exam due to **TAFE/SAT**, alternative arrangements must be made with DP SS/HOD SS (or Curriculum HOD if **NOT** during Exam Block), 1 week prior to exam.

Evidence Provided

- Student must provide medical certificate to **DP SS/HOD SS** or email **exams@alexandrahillsshs.eq.edu.au** and reschedule exam date/time. **Curriculum HOD** will manage new exam time if **NOT** during Exam Block, **DP SS/HOD SS** will manage new time if during Exam Block.
- If extraordinary circumstances, parent/guardian must book appointment with DP SS. AARA arrangements and evidence may be required for an application to be lodged with QCAA.

Exam Conducted

- DP SS/HOD SS will communicate with HOD Curriculum on completion of exam date/time during Exam Block.
- If a presentation/practical exam, student is to make arrangements directly with HOD Curriculum who will notify HOD SS of student assessment completion.

IF ABSENT FROM EXAM CONTACT: 3820 1402 AND/OR
EMAIL ABSENCE & MEDICAL CERTIFICATE TO: exams@alexandrahillsshs.eq.edu.au

Students are required to arrive 30mins prior to their scheduled exam. Formal uniform is required.

Students MUST be prepared with correct equipment for each exam.