

## VPSHS ASSESSMENT POLICY FACT SHEET

Judgements on Student Achievement can/will only be made based on assessment evidence submitted/completed by students on or before the due dates.

All due dates for assessment (including exam timetables) are communicated regularly.

### SUBMISSION OF ASSESSMENT

Submission of assessment is at the discretion and notification of the Teacher and may include but is not limited to hardcopy, email or electronic. The classroom teacher will notify each class of expectations however all submission **MUST** occur on the due date.

### ABSENCE ON DUE DATE

Responsibility for submission sits with student/carer.

#### Assignments:

- Have the assignment delivered **or** emailed to the teacher on the due date.  
*If emailing, an unaltered hard copy must hand in immediately on return to school.*

#### Exams/Practical Tasks/Oral Presentations etc.:

- For known absences, requests to complete the assessment on an alternative date, must be made in writing using the AARA Student Application Form and approved by the Curriculum HOD;
- For unexpected absences, contact must be made with the school to advise of the absence; **and**
- The assessment will be completed at a time designated by the teacher; **and**
- For personal illness, the student must provide a copy of a Medical Certificate at the time of the assessment. For misadventure, the student must provide a copy of evidence for missed attendance and non-submission.

### NON-SUBMISSION/COMPLETION OF ASSESSMENT

- Teachers will use any available evidence completed by the student on or before the due date. This evidence may include any or all of the following:
  - Photocopying student drafts, and/or revision sheets, class notes, and/or teacher observations
- Where no evidence is available: **students will make an immediate attempt in class on the due date, or in the first lesson of attendance after the due date.**

### EXTENSIONS

- Extension requests are available via the AARA Student Application Form. These are available at all staffrooms, The Hub, and on the school website.
- AARA Student Application Forms must be submitted by the student to the classroom teacher prior to the due date.
- Classroom teacher and/or Curriculum HOD will communicate outcome of request to the student.

### OTHER ASSESSMENT ADJUSTMENTS (INCLUDING AARA)

#### Student/carers will:

##### Short-term adjustments:

- Discuss any concerns regarding expected adjustments or alternative arrangement with the classroom teacher, prior to the due date.

##### Long-term adjustments;

- Initiate discussion with the appropriate staff member (e.g. Guidance Officer, HOD Inclusive Ed etc.) where ongoing issues exist and may require assessment support.

#### Teachers will:

- Check OneSchool for details of pre-existing approved Support Provisions.
- Check with Case Managers regarding assessment needs of Verified Students.
- Check with LaNST, Curriculum HODs and Subject Leaders regarding assessment needs of students on Individual Curriculum Plans
- Consider any other students who may require reasonable adjustments
- Document and then communicate any/all adjustments to the Senior Data Admin Officer (for recording)

For further details, please refer to the VPSHS Assessment Policy located on School Website.