

Yr. 12 2019

Formal Assessment Procedures Guide – St Patrick's Marist College.

Refer to the Assessment Handbook for a detailed copy of the Assessment Policy.

Year Group	Problem or Consequence	Process & Documentation to avoid Consequence	Documentation submitted to:
Year 12	Late or non-submission/completion of a task or exam (no valid reason) <i>Return to school with no Assessment Form, documentation & no task</i> One day late = -30% of Total Mark Two or more days late = ZERO MARK <i>('N' Warning Letter will be issued)</i>	<u>For hand-in/in-class tasks:</u> Phone message for relevant teacher & KLA Leader on due date <u>For exam blocks:</u> Phone message for relevant Year Leader on day of the exam <u>For tasks/exams:</u> Year 9-12 Assessment Form + Documentation (e.g. Doctor's Certificate) + Assessment Task on the day you return to school	Leader of Studies. Year Leader for Examination Blocks
	Request for Extension of Due Date <i>Assessment Form requesting extension, with documentation, not submitted 7 days prior to the due date (unless a significant issue arises)</i> = ZERO MARK	Year 9-12 Assessment Form + Any relevant documentation (e.g. Doctor's Certificate)	KLA Leader
Year 12	Technological Failure <i>Claiming some type of computer/iPad/technological device failure resulted in you not completing task</i> = ZERO MARK <i>('N' Warning Letter will be issued)</i>	Submit any draft copies of your work to the relevant Subject Teacher otherwise the ZERO MARK will apply	Drafts to KLA Leader or Subject Teacher
Year 12	Academic Misconduct <i>Evidence of plagiarism, cheating or any collusion in assessment situation</i> = ZERO MARK <i>('N' Warning Letter will be issued and Recorded on malpractice register on NESA site for Year 12 students)</i>	Student will be required to have an interview with KLA Leader and Leader of Studies	Produce evidence of draft work and research to KLA Leader and Leader of Studies
Year 12	Application for Exemption from Attendance at School <i>Leave not approved by the Principal/Assessment not completed BEFORE leave</i> = ZERO MARK <i>('N' Warning Letter will be issued)</i>	Exemption Form completed at least ONE month before the first date of leave	Request a form from the College Office Submit completed form to the College Office

Notification of Formal Assessment Tasks and Examinations at St Patrick's Marist College.

All students are issued with an Assessment Handbook and Calendar at the start of the year via the College Website.
 These documents are to be downloaded onto an electronic device for easy access.

All students will receive a Formal Assessment/Exam Notification Sheet at least TWO weeks before the due date of the task.
 In-class formal assessment tasks or exams will be completed on the day you return or at the next available opportunity. The relevant KLA or Leader of Studies will make this decision.

IT IS THE RESPONSIBILITY OF EVERY LEARNER AT ST PATRICK'S MARIST COLLEGE TO COMPLETE ALL FORMAL ASSESSMENTS ON TIME, HONESTLY AND TO THE BEST OF THEIR ABILITY.