

## **Missed Assessment Completion Program**

### **Information sheet for parents**

Students who are absent for an assessment can complete it in the Missed Assessment Completion Program on return to school. The allocated time for this is during **Form Period and Period One** and is scheduled from Monday to Friday inclusive. Members from the College Leadership Team will oversee this program and will liaise with teachers to ensure assessments are finalized for marking.

#### **Rationale**

The purpose of this program is to ensure students are in an appropriate, enclosed and supervised environment to maximise their performance in assessments when they have been absent from school.

Students will be required to complete their assessment on morning they return to school and it will be completed without academic penalty provided an explanation has been supplied by parents/guardians for the absence. This may include illness, injury or family circumstances and events. Medical certificates, emails or phone confirmation will be stored and/or recorded in SEQTA.

1. Parents will receive a SEQTA notification **Missed Assessment Program Notification**- on the day of the assessment. It will state the Learning Area and Task missed and information of where and when the assessment will be sat.
2. Students will receive an email from the staff member providing information of the completion of the assessment.
3. Students will be supervised by a member of CLT each morning who will administer the assessment.
4. Reminder notices will also be placed into the notices each day to ensure students are aware of the missed assessment.
5. Students have three days to complete the assessment upon their return.
6. Students who do not complete the assessment will receive a 0 score.

#### **Special Conditions**

If a student is required to complete more than one assessment, negotiation will be made as to the order of completion.

If a student has an assessment in Period One on return to school, the student will sit the Period One assessment, and the missed assessment is to be done the next day.

Where a student is away for longer than three days, a standardized score may be applied if it is deemed not beneficial for the student to complete the assessment. This will be decided by the Deputy Principal Teaching and Learning in consultation with the HOLA and teacher and communicated to student and parent through SEQTA.

**Please note:** Boarders who are absent due to extenuating circumstances will have their results reviewed and standardised on a case-by-case basis.

