Assessment is an important and essential part of the learning at Windaroo Valley State High School. We conduct a variety of formative and summative assessment.

Please find listed below the key points relating to submitting / sitting assessments that will be applied across all year levels (the full assessment policy can be found on the school website www.wvhigh@eq.edu.au).

* Draft assignment/assessment not submitted by the due date

The teacher will phone home to advise of the non-submission and of the final due date (if no answer a text will be sent). Student must submit draft at the next lesson and the final copy by the final due date.

* Final assignment/assessment not submitted by the due date

If the student is away he/she has until 3pm that day to hand the item in at the office, email it to the teacher or for Year 7 and 8 only submit via ‘Turnitin’. Students will be given a date and time stamped receipt for assessment submitted to the office.

If Junior students (Years 7, 8 or 9) are away on the final due date due to illness a medical certificate or written explanation from home must be provided for approval by the Principal on the next day the student attends. If the absence on the due date is for any other reason a written explanation from home is to be provided to the Principal for approval on the next day a student attends. Students can only submit the final copy once authorisation has been given.

If Senior students (Years 10, 11 or 12) are away on the final due date due to illness a medical certificate must be provided to the Principal for approval on the next day a student attends. If the absence on the due date is for any other reason a written explanation from home is to be provided to the Principal for approval on the next day a student attends. Students can only submit the final copy once authorisation has been given.

If no explanation or medical certificate is provided the student’s draft and other work will be marked and a grade awarded. A final copy will not be accepted. If no draft was submitted the student will complete the task in the next lesson attended and whatever work is submitted will be marked and a grade awarded.

* Student absent from an exam (in class or block exam)

The teacher will phone home to advise of the exam missed on the day of the exam (if no answer a text will be sent).

For Junior students (Years 7, 8 or 9) a medical certificate or a written explanation for student illness must be provided to the Principal approval on the next day the student attends. For all other absences a written explanation from home must be provided for approval by the Principal in order for the student to sit the exam the next day he/she attends school.

For Senior students (Years 10, 11 or 12) a medical certificate for student illness must be provided to the Principal approval on the next day a student attends. For all other absences a written explanation from home must be provided for approval by the Principal in order for the student to sit the exam the next day he/she attends school.

If no medical certificate or acceptable explanation is provided the student will not receive credit for the exam (this may mean no semester credit awarded for senior students).

* Extension requests

A student must apply for an extension to a due date on the official school form and submit this to the Head of Department at least 3 days prior to the due date.

* Special Consideration

Application for special consideration of assessment can be submitted to the Principal for approval using the application form available from the office and must have supporting documentation Eg Doctor’s letter.