



# Ryan Catholic College

## GUIDELINES FOR ASSESSMENT

Assessment is an integral part of the education process. Students are encouraged to work with their teachers to complete all set tasks to the best of their ability. Each individual student has a right to support from his/her teacher/s and a responsibility to complete all set tasks on time and to an acceptable standard.

Staff will give students a course outline which will include assessment items. These will be included in the College Assessment Calendar and updated fortnightly in the College newsletter.

Student assessment folios are used to collect evidence of students' responses to various assessment instruments throughout the course of study. It is on evidence within this folio that teacher judgments are made and results are awarded.

**Cases of non-submission of student responses to assessment instruments may lead to insufficient evidence in a student folio to award a result.**

Assessment tasks include three broad categories:

1. Assignments
2. Group Presentations
3. Exams

Please find below our set procedures for the variety of form.

### 1. **ASSIGNMENTS**

**Planning** Assignments will be given a set 'Due Date' for submission.

Wherever possible, teachers will provide planning dates with the assignment i.e. 'Planning Date', 'Research Date' and 'Draft Date'. (There may be more than one). Students will be expected to keep up with the plan and may be given warning notes or extra time (Academic Detentions) to encourage completion by the 'Due Date'.

**Extensions** will be granted on an individual basis. Students will need to apply for these as soon as they have concerns with being able to complete a set piece of work by a 'Due Date'. Students will need to complete a Special Consideration form outlining why they need more time. Special Consideration forms must be signed by a classroom teacher, a parent/guardian and a KLA Co-ordinator (8-10). The Deputy Principal (11-12) must sign all Year 11-12 students' forms. N.B. Applying for Special Consideration on the due date will not be looked upon favourably.

**Handing in the Assignment** Students must sign their assignment in on the 'Due Date' with their teacher. If their teacher is unavailable they will need to sign it into the office at Student Reception. If the student is ill on the day, wherever possible, the assignment must be delivered to the school or if relevant, emailed and a printed copy submitted on the day of return.

#### **Procedure if the Assignment is not handed in on the due date:-**

- A student's non submission will be recorded on his/her file.
- Parents will be contacted within 24 hours of the assignment not being submitted on the '**Due Date**'.
- In cases of non submitted student work on "DUE DATE" judgments will be based on evidence available on or before the **DUE DATE**. (For example judgments could be made on collected draft, video evidence; class work; photographs; teacher observations and rehearsal notes.)
- Students who do not have their assessment on the due day will be internally suspended the next day or until the assessment is submitted. The assessment must be completed to ensure adequate coverage of the course, however the work will be commented on but no result awarded. The result awarded will be based on the draft and/or on work done up to an including the due date.
- Administration will forward the name of the student to the relevant staff (e.g. counsellor; learning support) to give assistance where necessary to ensure the student stays on schedule.
- Students **who fail** to meet a due date across all areas three times or more will have a meeting with the Year Coordinator and an Academic Detention to set goals and review strategies.
- Students **who fail** to meet a **DUE DATE** regularly will have their enrolment reviewed by the Leadership team.

**Absent On Due Date** A student who is absent on the due date must bring a note from home (Yrs 5-10) signed by the parent/guardian stating that the assignment was completed on the due day. This must be handed in to the relevant Teacher. Students in Years **11 and 12 must produce a Medical Certificate**. The assignment should be forwarded to school on the 'Due Day'.

### 2. **GROUP PRESENTATIONS**

The assignment rules apply to a group presentation.

It will be at the discretion of the teacher to postpone the presentation or have the available group members perform taking in consideration the disruption of a missing group member. If the presentation is postponed the group will need a Special Consideration form. If a student misses a group presentation he/she may be required to complete his/her section individually or submit a written piece – this will be at the teacher's discretion.

### 3. **EXAM**

Students who fail to attend school on a set exam date must bring a note from home (Yrs 5-10)/a Medical Certificate (Yrs 11-12). A telephone call from the parent/guardian to the College is expected. The exam will be sat upon return and after negotiations with the College.