

## **Assessment Guidelines 2020** (effective until further notice)

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- Staff will ensure that all course and assessment outlines are published on Connect and will continue with the current learning program and assessment schedule.
- Staff will continue to use Connect as they would normally as part of their teaching and learning.
- Staff will use Connect to inform students and parents of upcoming assessments.
- When students have been absent for seven (7) or less consecutive school days, the assessment is to be rescheduled with the student.
- The student is to be given at least two (2) lessons before sitting the rescheduled assessment task. No penalty given.
- If a student is absent for more than seven (7) consecutive school days, the student is to be made exempt from the assessment.
- Teachers can provide feedback on an assessment task in class after ten (10) school days of administering the assessment.
- Generic feedback on the assessment task is to be placed on Connect e.g. areas of strengths and weaknesses as a class, areas requiring revisiting, revision. If possible, without compromising assessment validity, answer keys can be made available.
- Students who are attending the College and fail to submit an assessment task the normal penalties will apply. Staff are to take a reasonable approach to all penalties applied and should consult with their HoLA where necessary.
- Staff are to continue to use Connect for students' submissions such as homework and assessment tasks that are not 'in-class'.