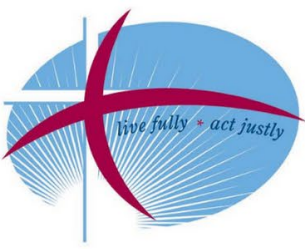




CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

ASSESSMENT RE-SIT POLICY & PROCEDURE

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Catholic Regional College Caroline Springs Assessment Re-sit Policy

Rationale

Ensuring quality and consistency of assessment within each Learning Area is important in establishing academic rigor within the College. With the introduction of the Victorian Certificate of Education (VCE) to Catholic Regional College Caroline Springs, and to meet VCAA Guidelines, a designated time allocated for the re-sitting of missed Assessment Tasks for students absent during class has been provided. This time period has subsequently been made available to all students across the College.

Scripture

Philippians 4:13

I can do all things through him who strengthens me.

Overview

A 70-minute assessment re-sit period takes place each Tuesday and Thursday from 3:05pm – 4:15pm in the College Cafeteria. This re-sit period is supervised by the Learning and Teaching team and the Curriculum Leadership Team to allow for students who have missed in-class assessment tasks to complete these, without the need to be absent for additional class time. Students attending the re-sit period are required to be present until 4:15pm. All parents/carers must sign a year-long Operoo Permission Form for their child to be eligible to attend the after-school Assessment Re-sit.

Examples of assessment tasks, which can be completed during the re-sit period include, but are not limited to:

- VCE assessment task
- test
- essay
- practical report write up
- media analysis.

Assessment Tasks with a practical or oral component, are not able to be completed during the Assessment Task Re-sit period.



Assessment Re-sit Process

1. A student is absent from class for a designated Assessment Task.
2. The teacher informs the student that they will need to complete an Assessment Re-sit.
3. The teacher views the student attendance history via the Student Information Panel (SIP) on SEQTA to ensure the Assessment Re-sit doesn't clash with a School Approved Absence (i.e., camp, cultural immersion tour or excursion).
4. The teacher contacts the absent student, parent/carer and the YLL to inform them of the need to attend Assessment Re-sit at the College, using the Assessment Re-sit Notification on the Student Information Panel (SIP) on SEQTA.
5. The Assessment Re-sit Notification must indicate if the Assessment Re-sit will take place on the Tuesday or Thursday by **changing the date accordingly**.

Assessment Re-sit	Notification & Paperwork
Tuesday Assessment Re-sit (Supervised by the Learning & Teaching Team)	Entered and due by no later than <i>Friday 3:40pm</i> and sent to the YLL and parent/carer.
Thursday Assessment Re-sit (Supervised by the Curriculum Leadership Team)	Entered and due by no later than <i>Tuesday 3:40pm</i> and sent to the YLL and parent/carer.

6. The teacher completes the Assessment Re-sit Form (available via the SEQTA Homepage) and attaches a hardcopy of the relevant Assessment Task to the form and places it in the respective Learning & Teaching tray.
7. The EA Deputy Principal Learning & Teaching confirms that the student Operoo has been accepted by the parent/carer. A decline of the Operoo will result in the student not being allowed to attend the Assessment Re-sit.
8. On the day of the Assessment Re-sit, the supervising staff member completes the attendance via SEQTA by no later than 3:45pm.
9. The teacher is to attend the first 5 minutes of the Assessment Re-sit to ensure the student understands the task.
10. The First Aid and Administrative Assistant notifies parents/carers of any non-attendance at the Assessment Re-sit via SMS by no later than 3:45pm on each respective day.
11. At the conclusion of the Assessment Re-sit, the supervising staff member places all completed Assessment Tasks in the teacher's pigeonhole.
12. The supervising staff member places all Assessment Tasks pertaining to absent students in the Learning & Teaching tray labelled 'follow up'.



Non-Attendance of Assessment Re-sit

If a student is absent from the Assessment Re-sit, the First Aid and Administrative Assistant will validate the reason for the student absence. This will be followed up with the teacher and parent/carer to determine if a reschedule is possible.

The following are considered **valid** reasons:

- illness (medical certificate required within 48 hours with an accompanying parent/carer note to reception)
- compassionate grounds i.e., a funeral (parent/carer to provide note to reception)
- isolation due to infectious diseases protocols (parent/carer note to reception is required).

The following are considered as examples of **invalid** reasons for missing an Assessment Re-sit:

- illness (without a medical certificate)
- personal travel/ family commitments
- part-time job commitments.

Validating Medical Certificates

When providing a medical certificate for missing an Assessment Re-sit, the following process must be adhered to:

- within 48 hours of the student's return to school, they must provide reception with a medical certificate and accompanying parent/carer note requesting to be moved to the next Assessment Re-sit.
- reception notifies the First Aid and Administrative Assistant that they have received a valid medical certificate and accompanying parent/carer note for that student.
- the First Aid and Administrative Assistant will reschedule the Assessment Re-sit.



Rescheduling an Assessment Re-sit:

When rescheduling an Assessment Re-sit, the following process must be adhered to:

- the First Aid and Administrative Assistant notifies the parents/carers and teacher via the Student Information Panel (SIP) on SEQTA that the student has been approved for a **Rescheduled Assessment Re-sit**.
- the First Aid and Administrative Assistant will complete the Reschedule Assessment Re-sit slip located at the bottom of the Assessment Re-sit form.
- the Assessment Task and updated Assessment Re-sit form will be placed in the Learning & Teaching tray for the next available Assessment Re-sit.
- the teacher will remind the student of the new date of the Assessment Re-sit.
- the teacher is to attend the first 5 minutes of the Assessment Re-sit to ensure the student understands the task.
- if the student has **not** provided a valid reason for missing the Assessment Re-sit, the First Aid and Administrative Assistant notifies the parents/carers and teacher via the Student Information Panel (SIP) on SEQTA.
- the teacher will award the student a score of 0% for the Assessment Task and record it on SEQTA. This will impact the Overall Result for the subject.
- the First Aid and Administrative Assistant will return the original Assessment Re-sit Form to the teacher's pigeonhole.