



Years 10-12 Assessment Task FAQ's

1. Absence the day the assessment task is due or taking place

What happens if a student is late for an assessment task and arrives after the task has commenced?

The student must sign in late at Student Reception and then report to the appropriate Dean in the Learning Office. The student may be unable to claim the time lost.

What happens if a student claims not to know about a task?

It is the student's responsibility to ensure that they are aware of upcoming tasks which are advised by Assessment Notification and published on the Assessment Calendar on the school portal. The student should see the advice of the appropriate Dean of Learning immediately.

When can a student be absent from an assessment task?

A student needs to be physically or mentally incapable of doing the assessment task.

What information must the formal paperwork document ?

It must state the illness or misadventure, the length of the Illness/Misadventure and how it affected the student.

A student is absent for the whole day when an assessment task is due, does the student need formal paperwork?

Yes, examples of formal paperwork may include a Statutory Declaration, Police report, funeral notice, funeral order of service, Veterinary doctor's Certificate (death of pet) as well as completing the Illness and Misadventure Form (available on-line on the Year site and from the Learning office).

The completed form is then submitted to the Learning Office.

Can a student be absent for part or whole day for a driving test on the day of an assessment task?

No

Can a student be absent for a part or whole day for a family function, cultural event or sporting event on the day of an assessment task?

No, please see the relevant Dean of Learning if you have any questions in this regard.

Can a student be absent for a part or whole day for an appointment (medical or otherwise) on the day of an assessment task?

No

Can a student be absent for part of the day when an assessment task is due or on?

No, a student is to attend all timetabled lessons.
Can a student be absent for the early periods of the day and arrive later in the day to do an assessment task in the afternoon periods?
No
A student has a long term illness, such as Glandular Fever, can the student apply for Illness/Misadventure?
No, only if they have medical documentation showing a “flare up” at the time of the assessment task(s).
A student has lost time studying due to illness or otherwise, can the student apply for Illness/Misadventure?
No
A student’s laptop/computer/calculator breaks down before or during an assessment task, can the student apply for Illness/Misadventure?
No
A student has received marks back from an assessment task and is disappointed with her results, can the student apply for Illness/Misadventure after she receives marks?
No
A student completes the assessment task on the day of the assessment task and is ill, what does this student need to do?
The student needs a Doctor’s Certificate for the covering day of the assessment task and completes an Illness/Misadventure form within 48 hours of returning to school. This is submitted at the Learning Office.
A student completes only part of the assessment task on the day and is ill, what does this student need to do?
The student needs a Doctor’s Certificate for the covering day of the assessment task and completes an Illness/Misadventure form within 48 hours of returning to school. This is submitted at the Learning Office.
Can the student give the formal paperwork to anyone else?
No
Does a student have to do the missed assessment task?
Yes, it is the expectation that the student will sit the assessment task at the next available lesson
What happens if a student cannot do the task due to long term illness?
The student will receive an estimate based on their other performances in like assessment tasks and will be asked to complete the missed assessment task for homework where feedback will be given by their teacher.
What is the penalty for an absence from an assessment task/submitting an assessment task without an Illness/Misadventure form ?
The student will lose 20 % of the marks per day for a submit task or zero for an in class task and an Academic Alert letter will be sent to their parents.
What will happen to the student’s mark when they apply for Illness/Misadventure?
If the Illness/misadventure is approved the result in the assessment task will be reviewed at the Half Yearly reports and/or Yearly Reports .
A student wishes to know the outcome of their application for Illness/Misadventure?
The student should speak with the relevant Dean of the Year group.

How will I know the outcome of my application?
If there is insufficient documentation a Dean of Learning will contact the student.
2. Absence the school day BEFORE the assessment task is due or taking place
A student is absent the whole or part of the day before the assessment task is due, does the student need formal paperwork?
Yes. The student is required to lodge an Illness Misadventure application and submit formal documentation to the relevant Dean of Learning for a whole or partial day's absence on a school day before an assessment task. A 10% penalty will be incurred if the absence is not supported by appropriate documentation. N.B. absence on a Friday prior to an assessment task on a Monday is considered to be 'the day before'.
3. What do I do if I wish to take leave from school?
When does a student apply for "Approved Leave"?
Applications for Exemption from attendance at school fall under Section 25 of the Education Act 1990. Applications for leave of 3 or more days require an Application for Leave Form to be submitted to the office of the Deputy Principal. For periods less than 3 days parents are required to use the usual procedures notifying the school either via email to attendance@loretonh.nsw.edu.au or the Attendance Hotline on 02 9473 7354. Students should complete an Illness & Misadventure Form and attach relevant documents relating to the absence. If leave is Approved, hand in assessment tasks will need to be submitted before the leave; and in relation to a class assessment, the task will be done in the next available lesson on return. If leave is not approved and the student takes the leave a score of zero may be given and an Academic Alert letter issued. In all cases an Illness and Misadventure Form must be completed and relevant documents attached.
4. What do I do if I need an extension on the assessment task?
How soon must a student ask for an extension on an assessment task?
It varies according to each individual situation, however, it must be before the task is due and as soon as the concern (illness or otherwise) is making an impact on the student completing the assessment task.
Does the student need to complete formal paperwork to apply for an extension?
Yes, the student must complete an Illness and Misadventure Form
Can a student apply for an extension due to technology issues, such as breakdown to laptop, lost file etc?
No.
Can any other teachers grant a student an extension?
No – a student must speak with the relevant Dean of Learning for approval.
If you have any questions regarding illness and misadventure, missed tasks or the completion of the form please speak to the relevant year group Dean in the Learning Office.

