

GUNDAGAI HIGH SCHOOL - ASSESSMENT TASK SCENARIOS

Scenario	Action	Follow-Up
<i>You are absent on day a task is held due to illness e.g. examination, practical assessment, oral assessment</i>	<ul style="list-style-type: none"> Parent or carer should phone or contact the school to notify the teacher/head teacher of the illness. <i>This must be done on the day of the task.</i> To verify the seriousness of the illness, you will require a medical certificate. 	<ul style="list-style-type: none"> Upon the first day of return to school you are to collect an Illness/Misadventure Appeal Form from the faculty Head Teacher. Within 48 hours you will need to complete the Illness/Misadventure Appeal Form and submit it to the subject Head Teacher, with supporting evidence. After the Head Teacher considers your appeal, you will be notified as to arrangements for the task.
<i>You are absent on day a task is to be submitted.</i>	<ul style="list-style-type: none"> Parent or carer should phone or contact the school to make arrangements with the teacher/head teacher for submission of the task. <i>This must be done on the day of the task.</i> 	<ul style="list-style-type: none"> The task needs to be delivered to the school on (or before) the due date.
<i>You become aware of an upcoming absence on the day of a scheduled task.</i>	<ul style="list-style-type: none"> You are to notify class teacher as early as possible. Written notification of an explanation for the absence including parent's signature is required. <i>Note: You should avoid medical appointments, driving tests, family holidays that conflict with published assessment items.</i> 	<ul style="list-style-type: none"> Class teacher and Head Teacher will make suitable arrangements with you.
<i>You fail to submit an assessment task at the appropriate time.</i>	<ul style="list-style-type: none"> Every assessment task is designed to assist your understanding of the course. It is important that you complete, to a satisfactory standard, all assessment tasks. 	<ul style="list-style-type: none"> Class teacher will notify the Head Teacher. N-determination warning letter will be sent to your parents along with notification of a ZERO score. <i>You must still submit task to satisfy NESAs requirements.</i>
<i>You arrive at school and you become aware you have accidentally left your task or equipment required to complete a task at home.</i>	<ul style="list-style-type: none"> You are to notify teacher/Head Teacher immediately. Provision may be made for you to return home or parents/carers contacted. 	<ul style="list-style-type: none"> If you follow all procedures promptly, no penalty will be incurred, as long as you return in time to complete the set task.
<i>You experience technical difficulties in publication of task.</i>	<ul style="list-style-type: none"> Always back up work in a second location. Keep draft copies of <u>all</u> work. 	<ul style="list-style-type: none"> No provision can be made for computer problems. You <i>submit</i> hand written copy and any available draft copies.

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<i>You are experiencing difficulty in completing a research task.</i>	<ul style="list-style-type: none"> • You must discuss any difficulties with your class teacher well before the due date. • Written application for extension may be made to the teacher/head teacher. The senior executive will consider this. • This must be submitted at least THREE days prior to due date. 	<ul style="list-style-type: none"> • You will be advised in writing if you have been granted an extension. • If an extension is granted, you must submit the task by the new due date.
<i>You submit work which is not your own.</i>	<ul style="list-style-type: none"> • All materials used in research must be appropriately referenced. 	<ul style="list-style-type: none"> • Using the work of others and presenting it as your own is a serious offence. The consequence will be zero marks awarded for the task, N-determination warning letter and an interview.
<i>You complete a task of poor quality.</i>	<ul style="list-style-type: none"> • Every assessment task is designed to assist your understanding of the course. It is important that you complete, to a satisfactory standard, all assessment tasks. 	<ul style="list-style-type: none"> • Your teacher/Head Teacher will notify you and your parents/carers that a non-serious attempt was made for the task. • You will need to resubmit the task at an appropriate standard to satisfy NES requirements. The marks awarded from your initial submission will stand without alteration. • If you fail to resubmit, you will be issued with an N-determination warning letter.
<i>You are unprepared for an oral task presentation.</i>	<ul style="list-style-type: none"> • You must be prepared to present the task on the first day listed, regardless of your position in the published order. 	<ul style="list-style-type: none"> • If you are not prepared to deliver the task when called upon, a ZERO score will be awarded and you will be issued with an N-determination warning letter.
<i>You attend school on the day task is due but you go home sick prior to the lesson when the task is to be submitted.</i>	<ul style="list-style-type: none"> • It is your responsibility to submit the task to your teacher/Head Teacher prior to leaving school. 	<ul style="list-style-type: none"> • If you fail to submit the task on date due it will receive a ZERO score and you will be issued with an N-determination warning letter.