



GREEN VALLEY ISLAMIC COLLEGE

ASSESSMENT POLICY YEARS 7 - 10

ASSESSMENT POLICY

Report outcomes will be based on the following:

Topic test	Field work
Assignment	Film Review
Half yearly Exam	Oral presentation
Skills test	Research
Semester Exam	Group work
Yearly Exam	Role play
Design Project	Quiz

Note: Your book will be assessed during the course and will be part of the class work.

Assignment Policy

- Follow the assignment sheet instructions carefully
- Submit with a cover sheet including title, name and class
- Submit in one manilla folder or in one plastic sleeve
- Assignments completed on the computer should be at least 12 fonts.
- Penalties for lateness
 - 1 day late 10%
 - 2 days late 20%
 - 3 days late 30%
 - 4 days late 40%
 - 5 days late 50%

More than **5** days late zero but assignment still must be submitted to achieve the outcomes of the course.

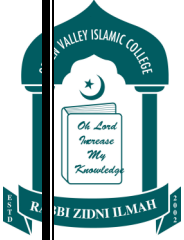
- A detailed bibliography with internet sites must be attached
- All direct quotes must be referenced. **Plagiarism is an offence** – penalty 0 marks.

Note:

- Broken USBs , computer and printing problems will not be accepted as valid excuses for late work.
- It is the absent students responsibility to ask the subject teacher to complete the missed task. This has to be done on the first day of return.
- If a student is absent on a task date and does not provide appropriate proof of illness – 10% will be deducted for each late day after students return to school.
- If a student misses any formal (half yearly / yearly exams) written assessments and does not provide appropriate proof of absence such as medical certificate (notes from parents is not sufficient in this case) will be awarded a zero mark. However, to fulfil the requirement of Board of studies the student will be required to complete the written exam at the time arranged by the subject teacher.

Illness / Misadventure -

- i) The student or his/her parent must call the school and inform the office or class teacher.
- ii) Illness or misadventure form collected from the subject teacher must be lodged with the teacher of the subject concerned the following day when the student is in attendance in school.
- iii) A doctor's certificate may be required if the application is on medical grounds.



GREEN VALLEY ISLAMIC COLLEGE

ABN: 38 097 528 008
Postal Address: PO Box 1305 Green
Valley NSW 2168
Email: admin@gvic.com.au

A Project of the Muslim
League of NSW Inc.
www.gvic.com.au

264 Wilson Road
Green Valley NSW 2168
Phone: 02 8783 9188
Fax: 02 8783 9187

Date:

Address:

Dear

Re: Unsatisfactory Performance

I am writing to inform you that in order to succeed at School Certificate, it is vital that the student achieves a satisfactory academic standard. This will only be possible when the student works to his/her potential.

The Board of studies requires schools to issue students with official warnings in order to give them the opportunity to correct the problem.

Your son/ daughter of class/year is currently not achieving an appropriate standard. The following brief report describes’s unsatisfactory performance in subject teacher

Could you please discuss this matter with....., comment below and return the slip to the school.

Yours faithfully,

Mrs. Sameema Ali
High School Coordinator

Dr. Mohammed Jafar
Principal

I have received the letter dated about’s unsatisfactory performance in
SUBJECTS.....

My comments:

.....
Signature of parent /guardian



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Dear

Re: Assessment Task not submitted

I am writing to inform you that in order to succeed at School Certificate, it is vital that the student achieves a satisfactory academic standard. This will only be possible when the student works to his/her potential.

Your son/ daughter of class/year has failed to submit an assignment in A copy of the assignment has been attached to this letter.

Task name/ assignment:
Subject teacher:
Date due:

Although will not obtain any marks at this late stage, he/she still needs to complete the work and submit it to his/her subject teacher by Failure to complete set work may lead to difficulty in achieving course outcomes.

Could you please discuss this matter with....., comment below and return the slip to the office tomorrow and/or phone the school if further information is needed.

Yours faithfully,

Mrs. Sameema Ali
High School Coordinator

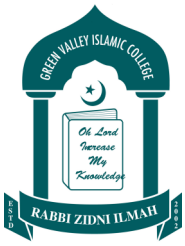
Dr. Mohammed Jafar
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Dear Parent/Guardian

Re: Promotion of students to next stage

This is to inform you that it is our High School's Policy to review student's performance / achievements, working at a particular stage, before promoting them to the next stage. Please be reminded that students who do not satisfactorily achieve the mandatory outcomes set by the Board of Studies for School Certificate, their promotion to the next stage will not be automatic.

To maintain academic standards, the school has agreed to set a minimum mark of 40% of submitted work and exams in all mandatory subjects. Students scoring an average of less than 40% (averaged over all mandatory subjects) will not proceed to next stage. It must be realised that it is necessary for the students to achieve the outcomes of the stage they are currently at and develop a strong foundation before progressing on to the next stage.

Please be advised that your son / daughter..... of Year..... has not fulfilled the requirement for Stage..... outcomes satisfactorily. As a result he/she will be **promoted on trial / will not be promoted** to Year..... in..... .

Yours faithfully,

.....
Mrs. Sameema Ali
High School Coordinator

.....
Dr.Mohammed Jafar
Principal

APPLICATION FOR SPECIAL CONSIDERATION FOR ACCIDENT – MISADVENTURE – ILLNESS – SPECIAL CIRCUMSTANCE

If illness, accident, misadventure or special circumstances prevent a student from completing and ASSESSMENT TASK on or by the due date:

- The school must be advised immediately the situation is known (before the due date if possible) and
- On the day of returning to school this form must be completed and handed to the Principal.

PART A TO BE COMPLETED BY THE STUDENT BEFORE COMPLETION BY TEACHERS

STUDENT'S NAME.....CLASS:YEAR

COURSE: SUBJECT TEACHER:

NATURE OF ASSESSMENT TASK:

DATE SET: DATE DUE:

Reasons for consideration

Attach supporting documents (e.g. medical certificates, supporting comments, etc)
Note: in the case of an application on medical grounds a medical certificate must accompany the application.

Signature of student.....Date:

PART B AND C TO BE COMPLETED ON THE BACK OF THIS FORM

PART B TO BE COMPLETED BY THE CLASS TEACHER AND COORDINATOR BEFORE THE APPLICATION IS SUBMITTED

Recommendation by Subject Teacher

Teachers are requested to write a recommendation for the assessment task for this student. If you have any difficulties in doing this please refer this to your Coordinator or discuss it directly with the Principal.

Signature of Subject Teacher Date:
Signature of Coordinator Date:

PART C

Decision by the Principal

- Estimate based on late submission of the task.
- Estimate based on all other assessment tasks.
- Estimate based on a substitute task being set and completed.
- Extension of time granted until
- Zero mark to be given (e.g. for late submission)
- Show as non-attempt. N-Award warning to be issued.
- Other action

Signature of Principal Date:

Note: Original to student/ Copy 1 to Central file / Copy to Coordinator



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ILLNESS / ACCIDENT/ MISADVENTURE FORM

If illness, accident or misadventure prevents a student completing an assessment task on or by the due date and time, the school must be advised immediately.

This form must then be completed at least 3 days prior to the due date or as soon as possible after absence.

The form, when completed, is to be handed in to the Subject teacher.

NAME OF STUDENT: _____ YEAR

TEACHER: _____ SUBJECT:

COURSE: _____ FACULTY:

DUE DATE: _____ TIME:

NATURE OF ASSESSMENT TASK:

NATURE OF REQUEST:

SIGNATURE OF STUDENT: _____ DATE:

SIGNATURE OF PARENT: _____ DATE:

COMMENTS OF TEACHER:

TEACHER'S SIGNATURE:

COORDINATOR'S / HEAD OF DEPARTMENT'S DECISION:

Alternate assessment task to be set

Extension of time granted until _____ am/pm on

A zero mark is to be recorded

Documentation required in form of

Other

COORDINATOR'S / HEADS TEACHER'S SIGNATURE

PRINCIPAL'S SIGNATURE: _____