**Appendix 1 Assessment Information for WACE Students**

The full version of the Assessment Policy is available on our website or upon request. This document is a summary of key points for your information. If you have any questions not covered in this document, please consult the full version or speak to a teacher or Deputy Principal.

Learning is a process that involves understanding, relating ideas and making connections between new knowledge, independent and critical thinking and the ability to transfer knowledge to new and different contexts.

Assessment plays a key role in learning as it offers the opportunity for you to demonstrate what you know and for the teacher to offer guidance on where you are in the process of learning and how to get to the next stage. Assessment not only assess your understanding of the content covered, but also allows you to demonstrate:

* Organisational skills
* Time management skills
* Responsibility
* Respect for yourself, the teacher and the course
* Understanding of fairness and equity

We appreciate that at times there are challenges to submitting assessments. In these instances, we encourage you to apply a mature work ethic by:

* negotiating with your teacher alternative ways of attempting a task.
* through consultation with your teacher, negotiate a plan to complete any missed assessment.

It is your responsibility to ensure you attend enough classes, use your class time effectively and refer to your Course and Assessment Outlines to ensure you submit all assessments by the due dates.

**Penalties for late submission of an assessment**

* A late penalty for work submitted seven or more calendar days after the due date will apply. The penalty is 25% of the task total. (See next point.)
* It is not fair or reasonable to hand in assessments that are more than ten school weeks overdue. Assessments more than ten school weeks overdue will be assigned a mark of zero.
* A late penalty for work not handed in will apply. A mark of zero will be applied to all tasks not handed in.
* Parents or guardians will be informed in all instances.

**What to do**

If you miss an assessment, meet with your teachers as soon as possible to develop a plan to make up for the missed assessment. If you have a medical certificate (or written evidence from an acceptable source) explaining your absence, **no penalty will be applied**, but you must still speak to your teachers and work out a plan.

If you need to, ask for assistance on how to manage your time so that you can still be on top of your schooling and personal obligations. We are here to help and support you.

If you have been absent for an extended period, and have missed multiple assessments, the same advice applies, please speak to your teachers. If necessary, they will seek advice from a Deputy Principal on how to proceed.