** COODANUP COLLEGE**

 **Junior School Assessment Policy – Years 7, 8, and 9**

The **assessment task** is presented to students with clearly detailed requirements for submission, e.g. Components of assessment, weightings/marking keys and **due date.**

The assessment is **not submitted by the due date** *(Or by the extension date)*

The teacher should:

* Speak to the student as soon as possible to discuss the situation and clearly explain the process and consequences.
* Negotiate a **revised date**, when the assessment **must** be submitted
* Advise parents (letter of concern/phone call/email

The assessment is **submitted by due date.**

*(Or by any negotiated extension date)*

The teacher should:

Mark the work and return to the student promptly with relevant feedback. Data should be entered into ‘Reporting to Parents’ ASAP for monitoring purposes.

**The assessment is now complete.**

**The assessment is submitted by the revised date;**

The teacher should:

Mark the work and return to the student within 2 weeks with relevant feedback. Data should be entered into ‘Reporting to Parents’ ASAP for monitoring purposes.

**The assessment is now complete.**

The assessment is **not submitted by the revised date**

The teacher should:

* Advise student **that the assessment must be completed**
* Contact Level 3 for support where required (eg to speak to student)
* Advise parents and organise time during recess, lunch time, and/or after school for student to complete the assessment.

The assessment must be submitted at a time stipulated by the teacher and reinforced by the Level 3.

* The Level 3 will continue to support the teacher and the student to resolve the issue.
* Advise Junior School deputy if further support is necessary

When the assessment **is submitted.**

The teacher should:

Mark the work and return to the student promptly with relevant feedback. Data should be entered into ‘Reporting to Parents’ ASAP for monitoring purposes

**The assessment is now complete.**

The assessment **is not submitted after parent contact and/or student has refused to complete work** during recess, lunch time, or after school. A zero is recorded for the assessment. Phone call/letter home explaining the process that has been followed and the result.