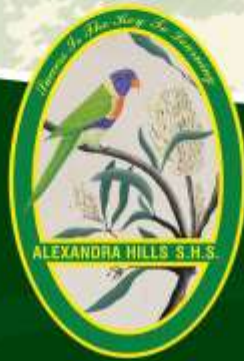


ALEXANDRA HILLS
STATE HIGH SCHOOL

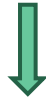
EXAM POLICY



May 2013

Junior Secondary

The student is absent on the day of an exam/presentation.

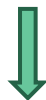


Parent/Guardian should notify the school on the day of the absence and inform them of the student's absence and the exam/presentation that has been missed.



The student reports first day back to the Subject Head of Department with a note from the student's parent/guardian explaining their absence

** Refer to your Student Diary for a list of Heads of Department*



The Head of Department will decide an appropriate course of action that may be to complete the exam/presentation at another time or complete an alternate piece of assessment.

Students who follow the procedure for missed exams will receive full credit for the exam or alternate assessment when completed.

Students who fail to follow the procedures for missed exams will still be required to complete the exam but will not receive credit for that piece of assessment. Students who fail or refuse to complete the assessment will be awarded E- for the subject in that semester. Other consequences such as detentions and/or exclusion from extra-curricular activities may be issued for non-compliance of school policies and a refusal to participate in the required course of study.

Senior Secondary

Student is absent on the day of an exam/presentation.



Parent/Guardian should notify the school on the day of the absence and inform them of the student's absence and the exam/presentation that has been missed.



The student reports first day back to the Head of Department Senior Schooling with a medical certificate that covers all the days of absence. The Head of Senior Schooling will determine whether a 'catch up' test or presentation will receive full credit.

Or

The student notifies the school of the extraordinary circumstances of the absence and makes an appointment for a parent/guardian with a member of administration. This appointment should take place either prior to, or on the day of, the student's return. A decision will be made whether a 'catch up' test/presentation will be given full credit.



The student will be referred to the subject Head of Department who will decide an appropriate course of action that may be to complete the exam/presentation at another time or complete an alternate piece of assessment.

Students who follow the procedure for missed exams/presentations will receive full credit for the exam or alternate assessment when completed.