

Version	Approval Date	Details	Approved By	New Review
1	16/11/2020	New	School Board	2023
2	pending	Reviewed	School Board	2024

Middle School Assessment Provisions Policy

Self-discipline and organisation are key attributes which help students to grow to reach their full potential. In view of this, it is important that students develop these key skills to ensure they meet the expectations of the College with regards to assessment.

This policy applies to Years 7 to 9.

Assignments

Assignments are to be submitted on the due date and on time, meeting all the requirements of the task.

The following arrangements are intended to support students with assignments:

- Assignments will include a sheet indicating the task, conditions, criteria, due date, and any special requirements.
- Teachers will assist students in formative work, providing scaffolding and key milestones and reminding students when various stages should be completed by.

Students who are absent on the day an assignment is due, should email their assignment to their subject teacher. Where the assignment is not electronic (booklet, research log, etc.) the student should provide evidence of completion (photographs etc.) or arrange for delivery of the assignment to the College. Where a hard copy is required, this should be submitted upon return to the College. The student or parent should contact the teacher to advise by email or phone of their absence.

Extensions for assignments

Sometimes there are circumstances which require students to apply for an extension for assessment. These may include:

- Illness
- Family circumstances
- School organised co-curricular activities
- Other unforeseen circumstances

Students apply for an extension through the following process:

Year 7 - 8

- Extension requests must be made by submitting the request to the subject teacher through email.
- Requests must be made at least 48 hours before the due date.
- Written explanation from parents is required.
- The assignment should be submitted to the class teachers on the revised due date.
- All assignments which have had an extension granted must be submitted by 8:30am on the new due date.

Missed Exams and Performances

If a student misses an exam, the following procedure should be followed:

- Written notification of reason for the absence should be provided to front office (as per usual absence procedure).
- The exam will be rescheduled, where possible.
- In some cases, rescheduling may not be appropriate due to the time frames involved or other factors. This will be determined by the subject teacher.

Other Academic Misconduct

- All assignments must be the work of the student submitting the assignment. Plagiarism, sharing of work and other forms of academic misconduct will result in consequences.
- Students must ensure their actions during exams and performances do not distract or negatively impact other students' performance. The student will be referred to the Discipline Coordinator, who will put in place consequences.

Homework Expectations

Teachers generally set homework to help students to achieve to the best of their ability and students should include regular revision and preparation for future learning as homework.

Homework is all work necessary to achieve a good result. Increasingly, homework should be self-directed study. Students are expected to record and keep track of all set homework and assessment due dates. Students who have not completed set homework may be required to complete their homework during lunchtime.

Parents are encouraged to do weekly checks on their child's homework and assessment progress. Regular encouragement and the provision of a suitable place for homework is recommended.

There is not one correct way to study.

Students need to:

- experiment with different techniques
- use the way that works best for them

Research has shown that doing homework while watching television or listening to music with a heavy beat is not productive. Students who have difficulty finding an effective study technique should work with their teachers to find methods that are most productive. More homework is not necessarily better. Study without advice from a teacher (especially in the early stages of a subject) may be ineffective. Maintain a healthy balance between College-work, rest, exercise, and fun, in shaa Allah.

Related Documents

Academic Integrity

Assessment and Reporting Policy