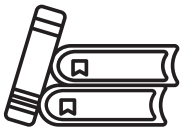
SEVENOAKS SENIOR COLLEGE

ASSESSMENT POLICY

Find Your Future



Assessment Policy

- the Sevenoaks Senior College (SSC) assessment policy
- the course syllabus
- the course outline
- the assessment outline

All of the documentation above will be available in Connect classes. Any adjustments made to the documentation will be publicised.

** Other than the SSC Assessment Policy, the documents listed above refer to SCSA courses. The documents provided for endorsed programs and Certificates will vary.*



Unit Completion

- **complete the whole education program** (i.e. teaching and learning activities for full engagement with syllabus delivery)
- **complete all assessment tasks on or before the scheduled date** (e.g. test, exam, essay)

If a student does not submit an assessment task without providing an acceptable reason, the teacher will advise the student and parent/caregiver that a final mark of zero has been recorded and the possible impact of this on their grade. The student will, however, be required to still complete the assessment task and will receive feedback on their work.



Student Responsibilities

- **complete all course / program / certificate requirements by the due date**
- maintain an **attendance rate of 90% or higher**, good conduct and academic progress, as per the SSC Good Standing Policy
- **initiate contact with teachers** concerning absence from class, missed assessment tasks and/or scheduled due dates, requests for extension of a due date for assessment tasks and other issues relating to assessment, in advance where possible.



Absence from class/missed work

Access Connect to maximise your achievement.

Acceptable reasons for non-completion of assessment tasks on or before the scheduled date:

- Letter or email from parent / caregiver to teacher / college, identifying:
  - o sickness
  - o injury
  - o specialist medical appointment
  - o significant personal issue (eg. funeral)
  - o significant cultural occasion (eg. holy day)
  - o medical certificate



Reporting Student Achievement

Students and parents / caregivers will be informed via a Letter of Concern (sent via email) when it is identified that there is a risk of:

- not completing the course / endorsed program / Certificate
- not achieving a C grade or completing Units of Competency (UoC)

The College reports on student achievement at the end of Semester One and at the end of Semester Two. Students will also receive an interim report on their progress during Term One.

Please refer to the Sevenoaks Senior College Assessment Policy, available via Connect and the school website for more comprehensive information.