

SCHOOL BASED ASSESSMENT EXTENSION OF TIME POLICY

Lowanna College: School Number 01-8821

Rationale:

As mandated by the Victorian Curriculum and Assessment Authority (VCAA), student attendance is a significant requirement for satisfactory completion of senior coursework. At times, student absences are unavoidable and this policy sets out the requirements for the rescheduling of School Based Assessments (SBAs), such as a School Assessed Coursework (SAC) and a School Assessed Task (SAT).

Aim:

To ensure that there is a fair and consistent process for students applying for an extension of time to complete their SBA.

Implementation:

1. It is a requirement that all students attend SBAs.
2. A student who is absent from a SBA is expected to contact the College on the day of that assessment task.
3. Immediately upon their return to school, students are required to make contact with a Senior School coordinator, providing an explanation for their absence from the SBA. Official documentation, such as a medical certificate, statutory declaration or report from a counsellor, for example, should be supplied.
4. Results from missed SBAs will be withheld from the VCAA until official documentation is supplied. Lowanna College has the right to verify this documentation with the practitioner concerned.
5. Students are also required to make contact with their subject teacher upon their return to school to apply for their SBA to be rescheduled using the 'Senior School SBA Extension Application' form.
6. SBAs will be rescheduled regardless of whether a legitimate and documented reason for student absence from that assessment task is provided, though results from missed SBAs will be withheld until sufficient documentation is provided.
7. Students who do not satisfactorily meet the criteria for an SBA may be given the opportunity to redeem this situation after consultation with their subject teacher and Senior School coordinator. This redemption will not change the score awarded for the SBA, but will provide the student with an opportunity to receive a satisfactory outcome for that task or unit of work.
8. Students who believe they are unable to complete a SAT by the due date and would like to request an extension of time, must apply to their subject teacher and Coordinator prior to the due date. Students are required to provide a medical certificate or other official documentation to support their application. Extensions of up to one week from the original date may be granted, at the discretion of the Senior School coordination team.

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by College Council on 20 March 2017.



Senior School - School Based Assessment (SBA) Extension Application Form

Section 1 (to be completed by the student)

Name: Year Level: 10 11 12
 Subject:
 SBA Outcome:
 Teacher Name: Date:/...../.....

Section 2 (to be completed by student and teacher together)

- This SBA is a re-sit due to a non-satisfactory completion on a previous attempt.
- This SBA task is overdue Due date was/...../.....
- OR
- Student was absent from SBA
- Explanation for absence
- Medical Appointment: has a medical certificate been supplied? Yes / No
- School Based Activity: Please give details (eg. Sport, Outdoor Ed. Camp, etc)
.....
- Other Reason:
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Section 3 (to be completed by student and teacher together)

SBA to be completed on:
 Tuesday Period 4/...../..... (VCAL students only)
 Friday Period 4/...../.....

Section 4 - Senior School Decision

- Extension granted to both satisfy learning outcomes and receive a grade.
- Extension granted to satisfy the learning outcomes and awarded up to, or equivalent to, the lowest grade in the class for the SBA.
- Extension **NOT** granted and student will receive a **N**.

Section 5 (to be completed by student and parent/guardian and returned prior to completing SBA)

Student Signature:/...../.....
 Parent/Guardian Signature:/...../.....
 Senior School Coordinator Signature:/...../.....

Office Use Only - Approved materials and equipment for SBA:

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Extension Procedure

Step 1	Student to complete Section 1
Step 2	Student takes application form to their subject teacher to complete sections 2 and 3 together. Please note that the SBA must be completed within one week of the original date.
Step 3	Application form is then submitted to the Senior School to determine if an extension of time is granted (section 4)
Step 4	Student and Parent/Guardian sign application form and return it to Senior School, prior to completing the SBA (Section 5)