



# Park Ridge State High School

## Senior Assessment Policy

*Excellence in all we do*



### 6. EXAM AND ASSESSMENT TASK PROCEDURES FOR ABSENCES

#### 6.1 Absence for an Exam

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place.

If a student misses an exam for unforeseen circumstances (eg illness), they must notify the school's Attendance Officer of their absence and also email the **Faculty Head of Department (HOD)** as soon as possible on the day of the missed exam. An AARA must also be submitted on the same day. If a student becomes aware they will miss an exam due to unavoidable absence, they must provide advanced notice to their **teacher and Faculty Head of Department (HOD)** as soon as possible after they become aware of it. An AARA must also be submitted as soon as possible.

**Documentary evidence must be supplied** for both advanced notice and unforeseen circumstances. Evidence might include: medical certificate, letter explaining reason or other suitable documentary evidence.

ADVANCED NOTICE	UNFORESEEN CIRCUMSTANCES
<p>Student advises their teacher as soon as they become aware of the absence</p> <p style="text-align: center;"></p> <p>Complete AARA Application Form at earliest opportunity and attach documentary evidence. Submit the completed AARA to Administration or email to <a href="mailto:assessment@parkridgeshs.eq.edu.au">assessment@parkridgeshs.eq.edu.au</a></p> <p style="text-align: center;"></p> <p>Faculty HOD advises student of alternate arrangements as soon as possible.</p> <p style="text-align: center;"></p> <p>Student will complete exam under supervised conditions (Time &amp; date to be set by Faculty HOD /Teacher).</p> <p>External Exams - QCAA will advise result of AARA application</p>	<p>Student advises Administration of absence on 33804111 or text 0416 905 203</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>ON SAME DAY OF EXAM</b> Notify Faculty HOD via email at <a href="mailto:assessment@parkridgeshs.eq.edu.au">assessment@parkridgeshs.eq.edu.au</a></p> <p>Include in email: Student name, grade, teacher name and subject.</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>ON SAME DAY OF EXAM</b> Year 10, 11 and 12 students <b>MUST</b> complete the AARA Application Form and submit to administration.</p> <p style="text-align: center;"></p> <p>Student will complete exam under supervised conditions immediately on return to school.</p> <p>External Exams - QCAA will advise result of AARA application</p>
Entered onto One School in Contacts.	Entered onto One School in Contacts.

**Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.**



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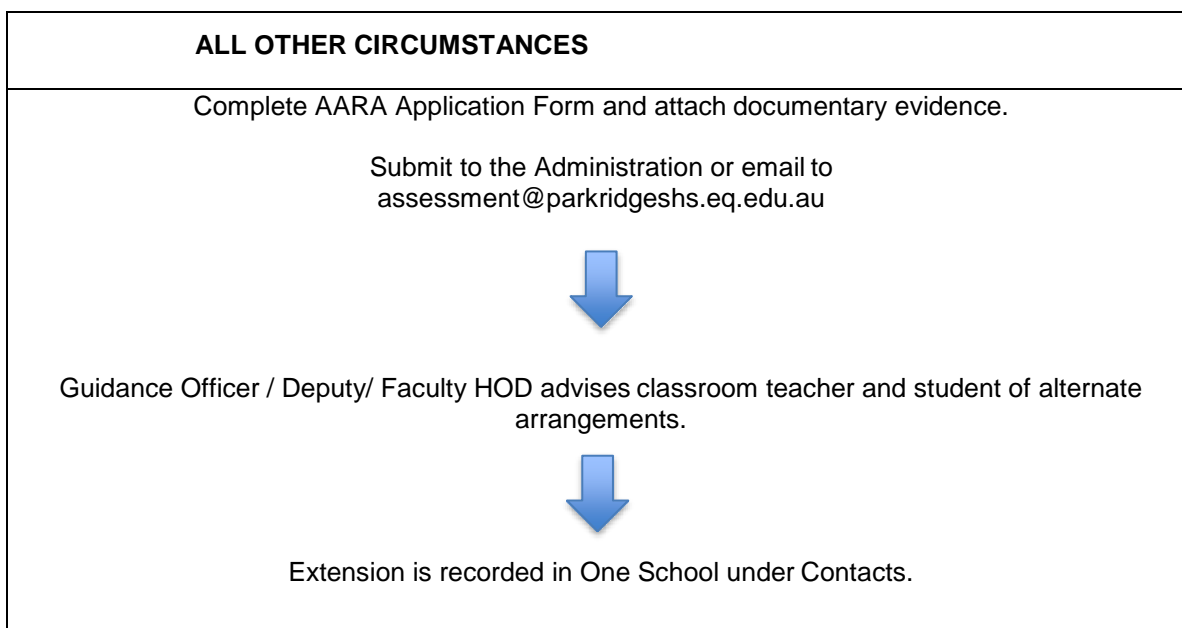
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### 6.2 Assessment Task Extensions

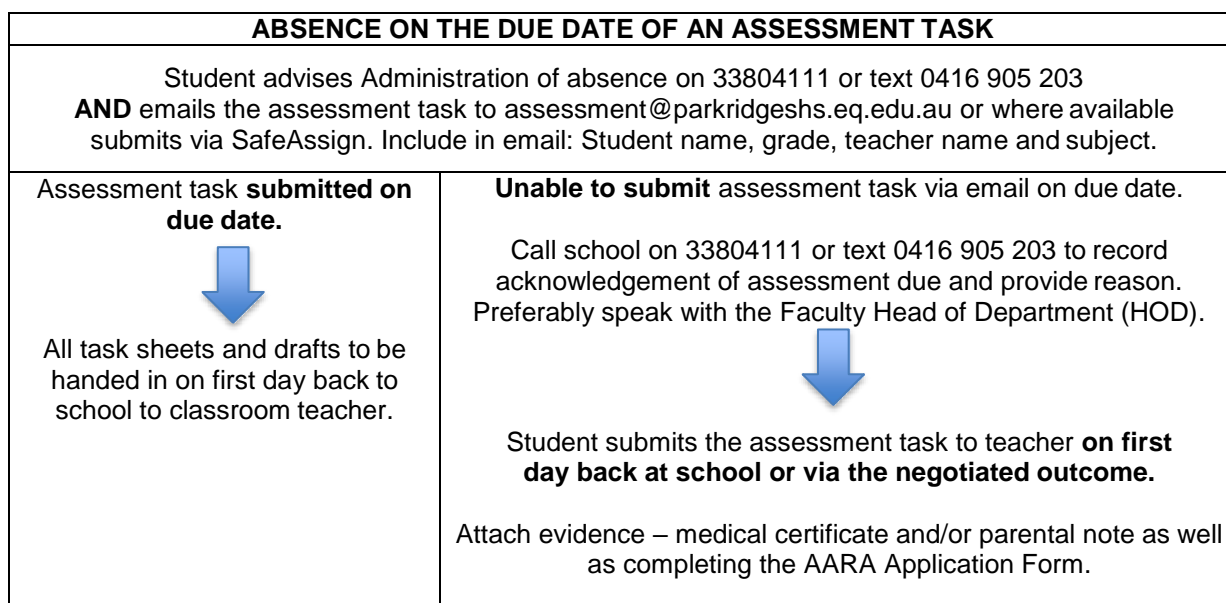
If a student wishes to apply for an extension, it must be submitted where possible, 2 days prior to the assessment task due date. To apply for extension, complete an AARA Application Form and submit to the school. Documentation of circumstances must be provided.



**Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.**

### 6.3 **Absence on the Due Date of an Assessment Task.**

If students are absent on the due date because of illness or special circumstances. Refer to Section 6.1 if the absence is in regards to an exam.



**Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.**