



Cheltenham Girls' High School

STAGE 4 – Year 7 and 8 ASSESSMENT POLICY

You have been given a minimum of two weeks to complete this assessment task. Ensure you plan your time carefully so that you complete this task by the due date.

If, for any reason you cannot hand the task in on the due date or if you are sick on the due date you must bring a letter from your parents to the class teacher. This letter must have a just and reasonable reason for the late submission of your task.

If you are sick on the due date, you must submit the task, with the letter from your parents, on the first day you are back at school, irrespective of whether you have a scheduled class in that course on that day.

Failure to follow this policy may result in:

- a letter sent home to your parents notifying them of the missed assessment task
- you being issued with an afterschool detention on a Tuesday afternoon in B4 until 4pm
- the missed task being noted in your next report
- your ineligibility to be awarded first in course at the Annual Presentation Day awards ceremony.

If you need help or assistance with your assessment you can do the following:

- ask your parents to help you map out a timeline to complete the task
- ask your class teacher for clarification if you do not fully understand the task requirements
- go to the Homework centre, in the Library on a Tuesday afternoons until 4:30pm. The Homework centre operates all year except for the first week and the last week of each term.

Please Note:

Malpractice, including plagiarism could limit your marks for an assessment task or examination. You will receive a ZERO mark for part or all of the assessment.

If a task is suspected of malpractice, you will be interviewed by the Head Teacher and parents will be called to inform them of the ZERO or reduced mark.