

# DALYELLUP COLLEGE LOWER SCHOOL ASSESSMENT POLICY FLOWCHART - Years 7, 8, 9 & 10

Course outlines and assessment dates are given to students at the beginning of the course.  
For practical courses where the due date may be at the end of the course a monitoring timeline should be provided.

The assessment task is presented to students with clearly detailed requirements for submission.  
i.e. Components of the assessment, weightings, due date and process for requesting an extension

The Year 7, 8 or 9 assessment is submitted by the due date. (Or by the negotiated extension date)  
It should be marked and returned to the student promptly with relevant feedback. Data should be entered into a marks book for monitoring purposes.  
[The assessment is now complete.](#)

The Year 7, 8 or 9 assessment is not submitted by the due date. (Or by the extension date) the teacher should:

- Speak to the student as soon as possible to discuss the situation and clearly explain the process and consequences.
- Negotiate a revised date, (the next school day) when the assessment must be submitted,

NB: Students should present a note from their parent to explain why the assessment has not been completed. A note from parents must also be presented if the student is absent from school on an assignment due date.

The Year 7, 8 or 9 assessment is submitted by the revised date.  
If a note with an acceptable reason has been received from the parent, the student will not incur a penalty for the late assessment. If no note is received or the reason for lateness is deemed unacceptable by the teacher, the assessment will be marked with a 10% penalty and returned to the student promptly with relevant feedback.  
[The assessment is now complete.](#)

The Year 7, 8 or 9 assessment is not submitted by the revised date. The teacher should:

- Award the student a 10% penalty.
- Advise parents by a phone call.
- Generated a letter of concern in SIS to be sent to parents.
- Advise students of a revised deadline for submission of the assessment.

The Year 7, 8 or 9 assessment is submitted by the revised deadline.  
It should be marked with another 10% penalty. The assessment will be promptly returned to the student with relevant feedback. Data should be entered into a marks book ASAP for monitoring purposes.  
[The assessment is now complete.](#)

The Year 7, 8 or 9 assessment is not submitted by the deadline. The teacher should:

- Advise students of a revised deadline for submission of the assessment
- Advise the HOLA or teacher in charge of the learning area.
- Advise the parent.
- Repeat process until assessment is submitted.

## EXAMPLES OF ACCEPTABLE REASONS FOR GRANTING AN EXTENSION TO THE DUE DATE

- Medical (documentation must be provided)
- Extra-curricular commitments (e.g. Being absent representing the State in a sports team or similar)
- Wellbeing issues (as advised by the parent, Student Services Manager, Year Coordinator or Administration)