



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Submission Policy for Common Assessments

Non-attendance at Common Assessment Test:

- If the student submits a valid doctor's note to the HoD, or note from the school nurse, confirming that s/he was unwell on the day of the assessment,
- If the child is absent due to an evidenced outside school event such as sporting commitment,
- If there is other compelling evidence such as a serious pastoral concern,

Then an average grade is taken from the other two/three term common assessments and added into the final grade computation. The doctor's note needs to be submitted within five working days. Otherwise, the term grade is calculated from the components that have been completed including the zero grade for the missing component.

Other arrangements will be made for subjects where there is a very low number of Common Assessments. For example a modified test may be administered.

Non-submission of Common Assessment Assignment:

Student and parents are formally notified by subject teacher, email copied in to HoD and HoY, with extension details. The student is given an extension, maximum one week, exact number of days at the discretion of the department. The assessment will not be accepted after this extension date and thus the student's end of term grade will be calculated on the assessments which are actually submitted on time, including a zero grade for the missing component.

Late Submission of Common Assessment Assignment:

Students and parents are formally notified by subject teacher of late submission, copied in to HoY and HoD. The assessment may be accepted if there are adequate extenuating circumstances and providing it is not more than one week late. The subject teacher needs to liaise closely with the HoD on this matter.