**Student Responsibilities**

**Expectations of students:**

Students must attend all classes to satisfactorily complete the Higher School Certificate Courses. A **minimum of 85% attendance is generally expected** for students to achieve the outcomes of the course being studied.

Unexplained absences, lateness and class attendance patterns **will be reviewed every five weeks** to ensure that the students are meeting the course completion criteria and the minimum attendance requirements.

Students whose attendance is called into question will be asked to prove to the Principal’s satisfaction, following a review of their performance, that they are meeting the course completion criteria. (ACE Manual August 1999).

- Attend classes on the day an assessment task is due.
- All work submitted must be students’ own work.
- The Board of Studies expects students to **attempt all assessment tasks**.
- Students must submit work by the due date.
- Prepare for examinations and **make a serious attempt**.
- Complete the syllabus including participation in class practical work, homework, oral presentations, assignments and examinations.

Where a student cannot meet a deadline or is absent for the submission or performance of a task the student must apply for special consideration. (Refer to Point 12).

If there is a valid reason, an **“Assessment Task Misadventure / Illness Application”** proforma needs to be completed and all supporting documentation has to be submitted to the relevant head teacher on the first day back after their absence otherwise a zero mark will be awarded.

Students must make a genuine attempt at assessment tasks which contribute in **excess of 50% of the available marks otherwise they will be deemed unsatisfactory in that course.**

Students who do not comply with the assessment requirements in any course will have neither a moderated assessment mark nor an examination mark awarded for that course. (ACE Manual August, 1999).

**Students who are absent on any day are responsible for ascertaining if an assessment task has been set for any subject missed on that day.**
Students who transfer into the school after the commencement of the HSC Course will be given substitute tasks wherever possible. In some cases estimates may be given.

**Procedures for students when absent from tasks**

Where a student cannot meet a deadline or is absent for the submission or performance of a task the student must apply for special consideration. The form is on page 16 of this booklet.

Any application of an extension of time is required before the due date.

If a student is absent on the day of the task:

- The student or his parent must telephone the school and inform the relevant Head Teacher.
- An application in writing **must** be lodged with the Head Teacher(s) of the subjects(s) concerned at the beginning of the next day the student is in attendance at school.
- A doctor’s certificate is required if the application is on medical grounds.

**Medical Certificates for Missed Assessment Tasks**

Medical Certificates must:

- be written on a named doctor’s pad;
- include the day of the missed task;
- show in detail, the nature of the illness;
- show the length of time the student will be unfit for school;
- be produced immediately on return to school.

If the student does not make application to the Head Teacher(s) concerned on their next school day of attendance after the due date of the missed assessment task a zero mark will be recorded.

After considering a student’s application, the Head Teacher will provide the documentation to the Principal. Once the Principal determined the action to be taken, the Head Teacher will inform the student of the decision.

If the Assessment Task Misadventure/Illness Application is accepted, then the teacher of that course will do one of the following:

- arrange for the student to attempt the task at a different time;
- arrange for the student to attempt an alternative task of a similar nature;
- in exceptional circumstances the Head Teacher may authorise the use of an estimate based on appropriate evidence.
If the Assessment Task Misadventure/Illness Application is not accepted, the student will be awarded a zero mark and a letter will be sent home to advise parents/guardians.

Students may appeal against the Head Teacher’s decision by lodging an appeal form with the Principal within three (3) school days of initial determination.

The Principal may:

- Reject the appeal and order the zero mark to stand
- Grant a limited extension
- Order that a substitute task be performed
- Award an estimate

During any assessment task/exam you must not:

- Do anything that would disrupt the task or disturb another student
- Communicate with another student
- Look at another student’s work
- Take into the room any books, notes, papers or equipment other than what is allowed by the supervising teacher
- Make a non-serious attempt otherwise a zero mark will be awarded
- Be in possession of, or use a mobile phone or MP3 player.

A zero mark will be awarded for all of the above breaches.