



## RHENISH GIRLS' HIGH SCHOOL

### ASSESSMENT POLICY

Rhenish Girls' High School is committed to academic excellence and it is therefore essential that our high standards be maintained. Standardised tests, tasks, assignments and practical tasks are undertaken regularly. All work done within the school will be assessed according to the appropriate WCED/National guidelines and within the time frames set by the management of Rhenish Girls' High School.

#### ASSESSMENT TASKS EXPLAINED:

- Standardised test – this is an official examination written during an allocated test period (Mondays or occasionally also Fridays) or during a particular subject period in class as indicated on the official test timetable.
- School-Based Assessment (SBA) – is an official task that is completed in the classroom and/or at home.
- June/November examination – official exam at the end of the second term and the end of the year.

**It is important to follow the below procedures diligently:**

#### A. SCHOOL-BASED ASSESSMENT (SBA)

Learners who miss a School-Based Assessment due to ill-health are required to do the following:

1. The parents MUST email Mrs Nel ([info@rhenish.co.za](mailto:info@rhenish.co.za) or [marisa.nel@rhenish.co.za](mailto:marisa.nel@rhenish.co.za)) **before or on the morning of the SBA** stating the reason for the learner not being able to complete the School-Based Assessment.
2. The learner will be required to complete the SBA on the day of her return to school in the lesson of the particular subject or as per arrangement with the subject teacher, subject head and/or the Academic Deputy Principal.

Learners who miss a School-Based Assessment due to a Rhenish sport or cultural activity, are required to do the following:

1. Inform the subject teacher/s in advance that a **school responsibility** will result in missing an SBA.
2. Arrange to complete the SBA **before** the sport or cultural activity **unless, in an exceptional situation**, prior arrangements were made with the Subject Head and/or Academic Deputy Principal.
3. The learner will be required to sign a Non-Disclosure Agreement. Non-compliance will result in a zero.

## PROTOCOL FOR LATE SUBMISSION OF PROJECTS/ASSIGNMENTS.

1. The submission date will be communicated in writing.
2. Where applicable, the instructions will state that online submission is expected should a learner not be at school to hand a hard copy in.
3. Marks will be deducted for late submission:
  - a. 5% per day up to a maximum of 4 days (20%).
  - b. No further extensions will be granted and a score of zero will be awarded.

## B. STANDARDISED TESTS

Learners who miss **ANY** standardised test during a formal test or subject period through ill health are required to do the following:

1. Parents **MUST** email Mrs Nel ([info@rhenish.co.za](mailto:info@rhenish.co.za) or [marisa.nel@rhenish.co.za](mailto:marisa.nel@rhenish.co.za)) **no later than the morning of the test** stating the reason for the learner not being able to write the standardized test.
2. Submit a doctor's or a similar medical note (from a clinic or pharmacy) to the school before or on the day the learner returns to school to qualify for an '*Absent with a valid reason*' code.
3. Awarding an '*absent with a valid reason*' code is in line with the WCDE assessment policy and will not disadvantage the learner but it may have an impact on her report mark as the mark achieved may not be a true reflection of her ability.
4. Missing formal tests or exams may result in the learner not qualifying for academic awards.
5. Habitually being absent for tests, even with a valid reason, will be investigated on an ad hoc basis.
6. If the learner does not submit a medical note as explained above, she will receive an '*Absent **without** a valid reason*' code, **which will result in receiving a ZERO mark.**

### **What happens if a learner misses a standardised test due to a Rhenish sport or cultural activity?**

The learner needs to take responsibility for her academics and is required to do the following:

1. Inform the subject teacher/s in advance that a **school responsibility** will result in missing a test.
2. Complete the test before leaving for the tour or camp, **unless, in an exceptional situation**, prior arrangements were made with the Subject Head and/or Academic Deputy Principal.
3. The learner will be required to sign a Non-Disclosure Agreement. Non-compliance will result in a zero.

### C. JUNE/ NOVEMBER EXAMINATION

1. Learners who miss a day or days of the official June or November exam through ill-health are required to provide a doctor's certificate to qualify for an '*Absent with a valid reason*' code.
2. Because of the importance of these exams we do, where possible, allow learners to catch up on exams missed through ill health.
3. If the learner does not submit a medical note, she **will receive ZERO** for the exam.
4. **No** examinations will be written at an earlier or later stage to accommodate holiday plans.

