

Junior Secondary Assessment Policy - quick guide for students and parents

Springfield Central State High School (Yr 7-10)

PLANNED ABSENCE: An absence that you know about beforehand – e.g. You will be away when your English assignment is due next week.

Planned absences may include: surgery, regional/state/ national representation, family travel known with at least a week’s notice.

SCAARA applications will take a minimum of three (3) working days to process and be communicated with students and their families.



Student

- Complete and submit SCAARA form -<https://springfieldcentralshs.eq.edu.au/support-and-resources/s-c-a-a-r-a>
- Speak with your teachers to let them know/negotiate timelines for submission
- Await communication from school through your email address after 3 working days hours

Parent

- Assist your child in completing and submitting SCAARA form – teacher names, subjects and relevant Heads of Department will be needed (see school website)
- Await communication from the school through your email address after two working
- Support your child in ensuring that their assessment is submitted

Teacher

- Remind student to submit SCAARA form
- Negotiate assessment timelines with HOD
- Follow the Assessment guidelines for submission/non-submission

UNPLANNED ABSENCES are something unforeseen and beyond a student’s control, and may include: sudden illness or injury such as broken bones, funeral, event/ circumstance beyond student control and minimal notice of occurrence. Medical and/or evidence is required to substantiate absence.

This area of absence applies in the main to exams. Every attempt should be made by a student to submit assignments electronically to their teacher, given that such assessment has been worked on for an extended period of time.

If an absence falls into this category, the student will need to speak with the Head of Department for the curriculum area where the assessment was unable to be completed on the date due. Assessment will be completed at the next appropriate opportunity. Classroom teachers will communicate with parents and students, following conversations with Head of Department.



Student

- Let your teachers know (e.g. send them an email)
- Submit assignments due on the day via email
- Await communication from the school regarding a rescheduling.
- Sit exams the first day you are back at school (even if you don't have that class that day)

Parent

- Let the school know - (email specific class teacher and relevant curriculum Head of Department)
- Support your child to submit their work – in particular assignments that can be submitted via email to class teacher
- Await communication from the school to your student, regarding rescheduling.

Teacher

- Contact parent and student if no contact has been received
- Work with relevant Head of Department to organise a suitable time for student to submit work on their (e.g. sitting exams)
- Assess student work against relevant criteria and provide student with feedback

