



Request for Extension

Assignment:

Arranged prior to due date

Missed assessment:

PARENT/GUARDIAN to notify the school BEFORE the date

STUDENT to follow-up and arrange suitable time for assessment

PARENT/GUARDIAN FILL IN	<p>Student's Name: _____</p> <p>Reason for Request:</p> <p>_____</p> <p>_____</p>																											
	<p>Confirmation: Yes <input type="checkbox"/> Parent/Guardian Signature: _____</p> <p>No <input type="checkbox"/> Date: _____</p> <table border="1"><thead><tr><th>SUBJECT</th><th>DRAFT/FINAL</th><th>ORIGINAL DUE DATE</th><th>NEW DUE DATE (HOD to decide)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	SUBJECT	DRAFT/FINAL	ORIGINAL DUE DATE	NEW DUE DATE (HOD to decide)																							
SUBJECT	DRAFT/FINAL	ORIGINAL DUE DATE	NEW DUE DATE (HOD to decide)																									
COMPLETE FOR ALL STUDENTS	<p>Head of Department/Year : Support Request: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>HOD/HOY Signature: _____ Date: _____</p>																											

POLICY ON ASSESSMENTS FOR STUDENTS/TEACHERS PARENTS

- Any item of work to be submitted for assessment by a due date must be treated as an assignment.
- Assignments should be justifiable on the grounds that they are the most effective means of developing or assessing the skills or knowledge required.
- Assignments should be suitable to the developmental level of the students, including their language development, and if possible include options which cater for different student abilities.
- Adequate resources for the completion of assignments should be available and accessible.
- The processes required in the assignment should be taught.
- There must be sufficient time allowed for planning, research, writing, re-writing and final preparation.
- Sufficient in class time under teacher supervision is allocated to allow the majority of students an **opportunity** to attain at least a sound level of achievement and to enable teachers to be able to verify the authorship of student work.
- Teachers should monitor students' progress and may allocate a mark at this stage.
- The due date is clearly stated and adhered to.
- An assessment calendar should be emailed out to students
- Assignments must satisfy the following criteria:
 - a. they **must** be the student's own work
 - b. they must be presented by the **due date** unless an extension has been granted
 - c. when a final assignment is **not submitted** the assessment should be based on the in-class achievement of that student during that assignment writing process. The deduction of a proportion of marks for each day an assignment is late is **NOT** acceptable.

POLICY ON CLASS TESTS

- Student absent on the day of a test must complete the assessment or equivalent assessment upon return.

NB: Students are asked not to misuse the extension systems. Records are kept and persistent offenders can be easily identified.

