



Year 10 Assessment Policy & Schedule ROSA 2025



ASPIRE - ACHIEVE - SUCCEED

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OVERVIEW OF ASSESSMENT PROCEDURES

1. Introduction

This document provides information relating to the assessment of ROSA courses at Oak Flats High School.

2. ROSA School based Course Assessment

School based assessment for ROSA courses is carried out to measure a student's progress through a course and to assess a student's performance in those aspects of the course which may not be adequately assessed by a single examination at the conclusion of the course.

3. The Assessment Program

The ROSA Assessment Program will commence at the beginning of Term 1 and conclude mid Term 4 of the following year. To coordinate the timing of assessment tasks in different courses, the following procedures will apply:

- Students will be provided with an assessment calendar which will outline the term and week for all ROSA assessment tasks in all courses (see Assessment Calendar – page 11)
- Students will also be provided with an assessment schedule for each individual course specifying the various tasks (tests, assignments etc) and the weighting allocated for each task (see Subject Assessment Schedules– pages 12-27).

While the schedule is provided as a guide to when assessment tasks will occur, unforeseen circumstances may result in a change of dates for an assessment task. In these situations, teachers will negotiate with the cohort to reschedule a task. Students should expect at least four weeks' notice of the change of date for that assessment task.

4. Assessment Marks and Rankings

Students will be provided with a grade each assessment task completed. In addition, students will be supplied with a cumulative grade at the end of each semester reporting period.

5. Satisfactory Completion of a ROSA Course

The NSW Education Standards Authority (NESA) has stipulated that a student will be considered to have satisfactorily completed a course, if in the principal's view, there is sufficient evidence that the student has:

- a. followed the course developed or endorsed by the NSW Education Standards Authority.
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.
- c. achieved some or all of the course outcomes.

Students are expected to perform ALL tasks required and sit for ALL examinations scheduled as part of the assessment program in all courses they are studying.

The NSW Education Standards Authority requires that students **MUST** make a genuine attempt at tasks worth an accumulated value of more than 50% of available marks in a course to satisfy requirements for that course. If students do not meet this requirement the Principal must indicate that the course has not been satisfactorily completed and apply the 'N' determination.

Satisfactory completion of the ROSA is a prerequisite for entry into Stage– 6 – Preliminary and then HSC

6. Attendance and Satisfactory Completion of a Course

Principals may determine that, as a result of absences, the course completion criteria might not be met. Students whose attendance is called into question will be required to prove to the Principal's satisfaction, following a review of their performance, that they are meeting the course completion criteria. Clearly, absences will be regarded seriously by Principals who must give students early warning of the consequences of such actions.

7. Non-Completion of Course Requirements – 'N' Determination

Students judged not to have satisfactorily met course requirements will not have the grade reported to NESA. When a candidate has not satisfied requirements for a course the Principal / Deputy Principal must: Indicate to NESA that the student has not satisfactorily completed a course.

Advise the student of the determination, its consequences, and the student's right to a school review and subsequent appeal to the NESA.

If a student is at risk of not meeting the assessment requirements in a course, a warning must be given.

The Principal must:

- Advise the student, in writing, in time for the problem to be corrected and alert the student to the possible consequence of an 'N' determination.
- Advise the parent/guardian in writing if the student is under 18.
- Request from the student or parent/guardian a written acknowledgement of the warning.
- Retain a copy of the warning notice and other relevant documentation.
- Follow up letter – Outcome of appeal

8. Student Responsibilities

(i) Assessment Schedule

Students must:

- Make sure that they have a copy of the Assessment Policy and Schedule
- Present work according to the schedule of dates for assessment tasks.
- Be aware of the penalties for non or late submission of assessment tasks.
- Be aware of the procedure to be followed if absent when a task is to be submitted or completed in class.
- Satisfactorily explain all full and partial absences.
- Sign that they have received the Assessment Policy and Schedule

(ii) Presenting Work

Students must:

- Present their own work – see section 14 malpractice of this document.
- Submit work in an appropriate format.
- Not interfere with the efforts of others.
- Maintain a back-up copy of work completed using a computer; a computer crash or other technological error will not necessarily be accepted as a reason for not completing or submitting a task. Where exceptional circumstances exist, an appeal can be made to the classroom teacher for consideration by the Assessment Review Panel, who will make a final determination.

9. Teacher Responsibilities

Class teachers must:

- Ensure that students have a copy of the Assessment Schedule for their class.
- Follow the Assessment Schedule for their subject.
- Where possible, give students at least four weeks' notice of the date of an assessment task ensuring that absent students receive the information the next time the student attends the class; the notice should include outcomes to be assessed by the task, administrative information concerning the task, an outline of the nature of the task, and criteria by which the task will be assessed. It will be handed out in class and posted in the google classroom.
- Where an assessment task needs to be rescheduled, negotiate with students concerning a suitable date. At least four weeks' notice should be given.
- Ensure that warning letters are issued for students not submitting tasks.
- Provide meaningful feedback in a timely manner.

10. Non-Completion of Assessment Tasks

To satisfactorily complete a course, students will have completed all assessment tasks. In cases where a candidate hands in an assessment task after the due date without having successfully applied for an extension or Assessment task appeal form (see back of this document) the student may receive a mark of zero.

If a student does not submit a task or makes a non-serious attempt, a non-attempt may be recorded, a 'N' Warning letter sent. They may receive zero for the task. If they require extra time, they must apply to their teacher prior to the task being due. When a student fails to complete assessment tasks which contribute more than 50% of available marks, then the student may automatically be deemed to have not satisfactorily completed that course.

11. Absences and Extensions of Time

If a student is absent when an assessment task or examination is to be carried out, they may apply for consideration. This application must be made in writing (see Assessment Task Appeal form – page 29) with supporting evidence to the class teacher within the time limits as indicated below and forwarded to the Assessment Review Panel. Please complete appealed form and submit it to your classroom teacher. The

classroom teacher will discuss with their head teacher who will work with the Assessment review panel to make a decision.

(i) Absence from an Assessment Task

When the Absence will be known in advance:

If a student knows that they will be unavoidably absent when an assessment task is to be carried out, they must complete an Application for Extension of Due Date form and submit it to their classroom teacher. Documentary evidence must be supplied to support their reasons for absence (see Application for Extension of Due Date – page 28).

This requirement also applies if the student will be absent while representing the school on sporting, cultural, or educational representative duties.

When the Absence was not known in advance:

If absent from school when an assessment task is carried out, students should provide documentary evidence (for example, a doctor's certificate or other valid explanation) to support their reason for absence within two days of returning to school to the classroom teacher of the subject (see Assessment Task appeal form – page 29). The classroom teacher will make a recommendation and forward the documentation to their head teacher for consideration of the Assessment Review Panel.

This will be considered by the Assessment Review panel and the decision to be forwarded to the student.

When no documentary evidence has been supplied to support an Absence:

Where a student does not provide acceptable documentary or other evidence to support the reasons for an absence then the student must still complete the task to be deemed satisfactory for the course. Please note that this work must be completed to a standard, as judged by the classroom teacher and head teacher, to be deemed a serious attempt. However, a zero mark may be allocated for ROSA Assessment purposes.

(ii) Illness or misadventure during a task

When a student has been ill or has been adversely affected during a particular task, it may be possible to apply for an extension of time or to complete a substitute task. In this case the student needs to complete a Request for Consideration form and submit it to the class teacher (see Assessment Task appeal form – page 29).

If the Assessment Review Panel considers that a valid reason exists for non-completion of a task their decision will be forwarded to the student.

12. Granting an Assessment Appeal

If an Assessment Appeal has been granted, then the Assessment Review Panel may:

- authorise an alternative task as soon as is reasonable and practical after the student's return
- grant an extension of time
- determine an alternative procedure

13. Malpractice

Malpractice occurs when a student has been found to have copied another student's work whether in an examination or in set class or prepared assessment tasks. Malpractice also occurs when a student allows another student to copy their work or presents work from another source (Artificial Intelligence – AI) that is not theirs and claims it as their own.

If students take prohibited materials such as notes on programmable calculator, mobile phone, smart watches etc., into an examination room, they will be found guilty of malpractice and may receive a mark of zero. Cases of malpractice will be referred to the Principal. Any case of proven dishonesty or malpractice by a student in an assessment task may result in a zero mark being awarded for the task. Parents will be informed by N Warning letter by the classroom teacher in such cases.

Note: Students who seek to obtain an advantage before assessment tasks by taking periods or days off could be penalised. Such penalties will be determined by the head teacher of the subject concerned. Absences before a task's due date will require authentication as per non-attendance at examinations.

Students who misbehave during examinations or assessment tasks will be removed and may receive a mark of zero for the task.

Likewise, students who have plagiarised their assessment task may receive zero marks and a N Warning letter will be sent.

14. Invalid or Non-Discriminating Tasks

In the case of a task not discriminating between students, being invalid or having problems associated with its administration, the School reserves the right to disallow (and omit) that task from the assessment program. In these circumstances the School may add another task (with sufficient notice), and/or adjust the weightings accordingly. The School is responsible for investigating any possible malpractice.

15. Rights of Appeal / Misadventure

In a case where a student feels that an error has been made in the marking of an assessment task, the student may appeal against that mark only at the time that information is supplied to the student by the classroom teacher. While the course teacher may deal with an informal appeal, students are advised to make appeals in writing.

Students whose performance in an examination has been affected by illness or unforeseen misadventure suffered immediately before or during an examination period, must appeal in writing to their classroom teacher (see Assessment Task Appeal form – page 29). The relevant Deputy Principal will rule whether to disregard the mark for that examination.

A student or their parent / guardian (if the student is under 18 years of age) may appeal against an N determination. Information regarding the appeal process and the time limit for the submission of the appeal will be supplied to the student or the parent / guardian at the time they are advised of the N determination. Students cannot submit an appeal on the basis of:

- Difficulties in preparation or loss of preparation time – for example, as a result of ongoing illnesses
- Alleged deficiencies in tuition
- Long term illnesses such as glandular fever, unless a “flare-up” or exacerbation of symptoms occur during an examination period
- Misreading the assessment schedule/ Misreading examination instructions
- Misconduct, Malpractice or invalid task.

16. Assessment Disputes

Disputes over an individual task must be resolved within 5 school days of the task being returned. The Deputy Principal is the final arbiter in all assessment matters.

17. Change of Course / Late Enrolments

For students changing courses, the Principal must be satisfied that they have satisfactorily completed the course (or equivalent), and that they will be able to complete course requirements, including assessment. When a student enrolls at the school after the assessment program has commenced, that student's rank order in each subject will be determined on the basis of work done in the current school only.

18. Marks for Alternative Procedures / Extensions of Time

In those cases where alternative procedures have been authorised (see Absences and Extensions of Time), the mark given for the task will be used as a basis on which to estimate the student's rank order for the particular task. This is necessary, as a substitute task does not always duplicate the same conditions and content as the original task. When the position of the student has been established, the mark most appropriate for that position will be awarded and recorded.

Where an alternative task cannot be given, a mark will be allocated with the approval of the relevant Deputy Principal.

19. Moratorium on Assessment Task

There will be an assessment "free" week - one week prior to all formal examinations.

20. Assessment Review Panel

The Principal will select the members of the Assessment Review Panel. It will consist of at least two members: the relevant year group Deputy Principal and the Head Teacher of the subject concerned.

The Assessment Review Panel will:

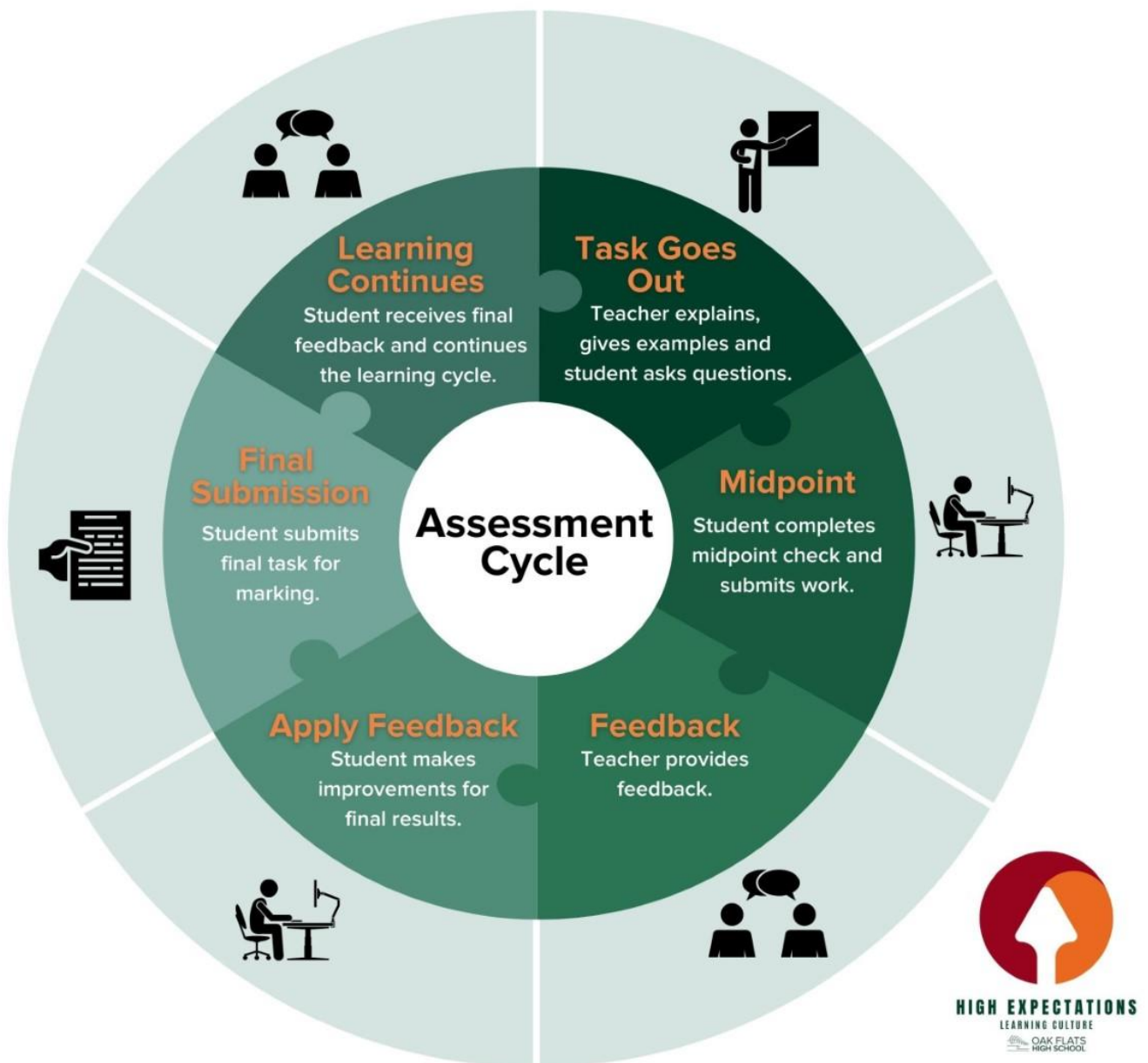
- Adjudicate on all Application for Extension of a Due Date forms submitted.
- Adjudicate on all Request for Consideration forms submitted.
- Adjudicate on all Assessment Task Appeal forms submitted.
- Review appeals against final assessment marks and ranks. (NB: Review of Assessment grading will consider the procedures and not involve reconsideration of the teacher's judgment).

21. Further Information

Further information relating to general issues may be obtained from the:

- Principal
- Deputy Principal
- Faculty Head Teachers

ASSESSMENT CYCLE VISUAL EVIDENCE



SCHEDULE OF ASSESSMENT TASK FOR YEAR 10 2025

WEEK	English	Mathematics - CORE	Mathematics - PATH	Science	Geography	History	PDHPE	Child Studies	Outdoor Education	Food Technology	Industrial Technology – Metal	Industrial Technology – Timber	Music	Physical Activity & Sport Studies	Visual Design
TERM 1 - 2024	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
	12														
TERM 2 - 2024	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
TERM 3 - 2024	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
TERM 4 - 2024	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
TERM 4 - 2024	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
	11														
	12														

EXAMINATIONS - ■

ASSESSMENT TASK 1 TO GO OUT - ■

ASSESSMENT TASK TO BE SUBMITTED - ■

ASSESSMENT TASK 2 TO GO OUT - ■

ASSESSMENT FREE WEEK - ■

ASSESSMENT TASK 3 TO GO OUT - ■

ROSA COURSES - ASSESSMENT SCHEDULES

Child Studies ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 6	Term 2 Week 2	Term 3 Week 8
Task Title	Real Care Baby & Diary	Child Growth & Development / Diversity Exam	Primary School Contributions & Reflections
Outcomes Assessed	CS5-2, CS5-6 CS5-10	CS5-1, CS5-6 CS5-8	CS5-4, CS5-10
Knowledge and understanding	10%	30%	20%
Skills	20%	5%	15%
Total Weighting 100%	30%	35%	35%

English

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 11	Term 2 Week 9	Term 3 Week 10
Task Title	Drama Script	Multimodal Presentation	Portfolio Week 10
Outcomes Assessed	EN5-ECA-01 EN5-URA-01	EN5-RVL-01 EN5-URB-01 EN5-ECA-01	EN5-URC-01 EN5-ECB-01 EN5-URB-01
Knowledge and understanding	15%	15%	20%
Skills in:	15%	15%	20%
Total Weighting 100%	30%	30%	40%

Food Technology

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 2	Term 3 Week 5	Term 4 Week 1
Task Title	Food for Specific Needs	Food Trends	Food for Special Occasions
Outcomes Assessed	FT5-11, FT5-6 FT5-7, FT5-8	FT5-2, FT5-8 FT5-10, FT5-11	FT5-1, FT5-9 FT5-10, FT5-11
Knowledge & understanding	10%	5%	5%
Research, analysis & communication skills	10%	10%	5%
Selection of tools, equipment, ingredients and preparing food	10%		5%
Workplace Health & Safety	5%	5%	5%
Designing & evaluating food items	5%	5%	
Total Weighting 100%	40%	40%	20%

Geography

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2
Due	Term 1 Week 9	Term 2 Week 3
Task Title	Research Task	Semester 1 examination
Outcomes Assessed	GE5-1, GE5-2 GE5-5, GE5-8	GE5-3, GE5-4 GE5-5, GE5-6 GE5-7
Acquiring Geographical Information	10%	10%
Processing Geographical Information	20%	20%
Communicating Geographical Information	20%	20%
Total Weighting 100%	50%	50%

History

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2
Due	Term 3 Week 8	Term 4 Week 3
Task Title	Research Task	Semester 2 Exam
Outcomes Assessed	HT5-2, HT5-3, HT5-6, HT5-8, HT5-9, HT5-10	HT-1, HT5-2, HT5-3, HT5-7, HT5-9
Historical Knowledge & communication	20%	30%
Research and inquiry skills	20%	
Communication skills	10%	20%
Total Weighting 100%	50%	50%

Industrial Technology - Metal

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 2	Term 2 Week 5	Term 3 Week 10
Task Title	Practical Project 1 & Folio	Research Task	Practical Project 2 & Folio
Outcomes Assessed	IND5-1, IND5-2 IND5-3, IND5-4 IND5-5	IND5-9 IND5-10	IND5-1, IND5-2 IND5-3, IND5-4 IND5-5, IND5-7
Workplace health & safety	5%		5%
Materials, Tools & Techniques	5%		10%
Design	10%		10%
Links to Industry		5%	5%
Workplace Communication	15%	10%	10%
Societal & Environmental Impacts		10%	
Total Weighting 100%	35%	25%	40%

Industrial Technology - Timber

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 2	Term 2 Week 5	Term 3 Week 10
Task Title	Practical Project 1 & Folio	Research Task	Practical Project 2 & Folio
Outcomes Assessed	IND5-1, IND5-3, IND5-5	IND5-9 IND5-10	IND5-2, IND5-4 IND5-5, IND5-7
Workplace health & safety	5%		5%
Materials, Tools & Techniques	5%		10%
Design	10%		10%
Links to Industry		5%	
Workplace Communication	15%	10%	10%
Societal & Environmental Impacts		10%	5%
Total Weighting 100%	35%	25%	40%

Mathematics - CORE
ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 4	Term 3 Week 7	Term 4 Week 4
Task Title	Semester 1	Mid Term 3 Test	Semester 2 exam
Outcomes Assessed	MA5-FIN-C-02, MA5-VOL-C-01	MA5-TRG-C-01, MA5-TRG-C-02, MA5-PRO-P-01,	MA5-DAT-C-01, MA5-LIN-C-02,
Knowledge and understanding	10%	10%	10%
Skills in:	25%	20%	25%
Total Weighting 100%	35%	30%	35%

Mathematics - PATH

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 4	Term 3 Week 7	Term 4 Week 4
Task Title	Semester 1	Mid Term 3 Test	Semester 2 exam Core/Path specific
Outcomes Assessed	MA5-FIN-C-02, MA5-VOL-C-01	MA5-PRO-P-01, MA5-TRG-P-01, MA5-TRG-P-02, MA5-DAT-C-01, MA5-DAT-C-02,	MA5-LIN-C-02, MA5-LIN-P-01, MA5-FNC-P-01,
Knowledge and understanding	10%	10%	10%
Skills in:	25%	20%	25%
Total Weighting 100%	35%	30%	35%

Music

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 10	Term 2 Week 8	Term 3 Week 8 & 9
Task Title	Composition/ Performance (Rock Music)	Composition/ Aural (Classical and 21st Century Music)	Performance/ Aural (Theatre Music)
Outcomes Assessed	5.1, 5.2 5.3, 5.4 5.5, 5.6	5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11	5.1, 5.2, 5.7, 5.8, 5.9, 5.12
Performance	15%		20%
Aural		20%	15%
Composition	20%	10%	
Total Weighting 100%	35%	30%	35%

Outdoor Education
ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 11	Term 2 Week 10	Term 3 Week 10
Task Title	Beach Activities & Safety	Orienteering	Preparation for the Outdoors
Outcomes Assessed	OE5-1, OE5-4 OE5-8, OE5-9	OE5-1, OE5-7, OE5-8, OE5-	OE5-3, OE5-4, OE5-10
Knowledge and understanding	15%	20%	25%
Skills	15%	15%	10%
Total Weighting 100%	30%	35%	35%

Personal Development, Health & Physical Education

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 10	Term 2 Week 10	Term 3 Week 9
Task Title	Inequity Unfolded	Road Safety	Yearly Exam
Outcomes Assessed	PD5-1 PD5-3 PD5-10	PD5-1 PD5-6 PD5-9	PD5-1 – PD5-10
Knowledge and understanding	15%	20%	25%
Skills	15%	15%	10%
Total Weighting 100%	30%	35%	35%

Physical Activity and Sports Studies

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 6	Term 2 Week 7	Term 3 Week 10
Task Title	Sports Coaching	Australia's Sporting Identity	Nutrition and Sport
Outcomes Assessed	PASS 5-5 5-6, 5-7 5-8	PASS 5-3 5-4, 5-10	PASS 5-1 5-8, 5-10
Knowledge and Understanding	20%	20%	20%
Skills	20%	10%	10%
Total Weighting 100%	40%	30%	30%

Science

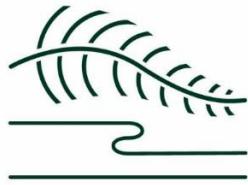
ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 1	Term 3 Week 6	Term 4 Week 2
Task Title	Student Research Project	Research Task	Semester 2 examination
Outcomes Assessed	SC5-4WS, SC5-5WS SC5-6WS, SC5-7WS SC5-8WS, SC5-9WS	SC5-15LW, SC5-1VA SC57WS, SC5-8WS SC59WS	SC5-10PW, SC5-13ES SC5-14/15LW SC5-16/17CW SC5-5WS, SC5-7WS
Knowledge and understanding		20%	20%
Skills in Working Scientifically	40%	10%	10%
Total Weighting 100%	40%	30%	30%

Visual Design

ROSA Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 4	Term 3 Week 9	Term 4 Week 2
Task Title	Research & BOW 1	BOW 2	Examination
Outcomes Assessed	5.2, 5.1 5.4, 5.8	5.1, 5.6 5.5, 5.3	5.7, 5.8 5.9, 5.10
Knowledge & understanding	10%		30%
Skills in	30%	30%	
Total Weighting 100%	40%	30%	30%



OAK FLATS HIGH SCHOOL

APPLICATION FOR EXTENSION OF A DUE DATE

Student Name: _____

Course: _____

Teacher Name: _____

Task Name: _____

Due Date: _____

Length of Extension Required: _____

New Due Date: _____

Reasons: _____

(Please attach evidence to support reasons eg: Medical Certificate)

Student signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

.....

(office use only)

Teacher Recommendation:

Head Teacher recommendation:

APPROVED

NOT APPROVED

Head Teacher

Deputy Principal



OAK FLATS HIGH SCHOOL

ASSESSMENT TASK APPEAL FORM

Reason for Appeal (please tick)

☐ absent for task ☐ late submission ☐ illness or misadventure

☐ application for extension of time / exceptional circumstances

Family Name: _____ Given Name: _____ Roll Class: _____

Course Name: _____ Class: _____

Teacher Name: _____

Assessment Task: _____

(Due) Date of Task: _____ Date of return to the school (if absent) _____

Date Task was submitted: _____

Reason(s) supporting application: _____

If have attached a Medical Certificate for Doctor. YES / NO

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

DETERMINATION: Zero marks to be awarded	<input type="checkbox"/>
Task to be accepted with no penalty	<input type="checkbox"/>
Missed task to be completed on _____ date	<input type="checkbox"/>
Alternative task to be completed on/by _____ date	<input type="checkbox"/>
Extension of time granted, due on/by _____ date	<input type="checkbox"/>
Estimate to be awarded	<input type="checkbox"/>

Determination Endorsed: _____ Date: _____

Assessment Panel

Parent Acknowledgement: _____ Date: _____

