



WESGREEN INTERNATIONAL SCHOOL

Policy: Tests, Quizzes, Exams and Assessed Work Missed

Policy No. W012-D

1. Purpose

The intent of this policy is to give clear guidelines to staff, students and parents on the procedure to be followed when planned assessed work is missed.

2. Scope

This policy applies to all Wesgreen Students.

3. Policy

3.1. If an assessment is missed the procedure will be:

3.1.1. When just one planned assessment is missed the piece of work will be given the student's average less 10% per subject. If the first planned assessment of a new Academic Year is missed the piece of work will be given the student's average less 10% per subject after assessing two subsequent planned assessments of the same subject.

3.1.2. There will not be any provision for tests, quizzes or assessments to be taken at a later date.

3.1.3. When a second, quiz, assessment or exam has been missed, the mark for those tests will be 0 per subject.

3.1.4. Staff will not enter into any discussion with students or parents after the marks have been entered.

3.1.5. Students are not allowed to sit for a test and or leave school early.

3.1.6. In the case of prolonged absence through illness or other such problems the Headmaster will make the final decision on the progress of the student.