



## 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. Standardized tests, tasks, assignments and practical tasks are undertaken on a regular basis. All work done within the school will be assessed according to various appropriate WCED/National guidelines and within the time frames set by the management of Rhenish Girls' High School.

#### The difference between assessment tasks needs to be 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 official task that must be completed in the classroom.
- June/November examination – official exam at the end of second term and the end of the year.

#### The following procedures are important and must be adhered to:

##### A. School-Based Assessment (SBA)

Learners who miss a School-Based Assessment through 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)) **prior to 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 return to school in the lesson of the particular subject or in an exceptional situation as per arrangement with the subject teacher, subject head and/or the Academic Deputy Principal.

Learners who miss a School-Based Assessment through a Rhenish tour or a Rhenish camp 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** 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 confidentiality note that she will not share any content of the SBA with other learners. Non-compliance will result in a zero.

## 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 in order 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 learning 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 and '*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 camp or tour?

The learner needs to take responsibility for her own 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 confidentiality note that she will not share any content of the test with other learners. Non-compliance will result in a zero.

### 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 exam we do, where possible, allow learners to catch up 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.