

# Assessment Policy: History



## **Assessed work that is completed at home.**

Our commitment as a History faculty is to write interesting and engaging assessments which assess students fairly on a range of skills over the particular course they are studying. We will keep summative assessment to a necessary minimum, and will ensure that students have many opportunities to improve their historical skills and knowledge through regularly formative assessment.

We will help all students, *before* the deadline, to successfully complete their tasks on time, by providing sufficient advice and guidance before and when the task is set, including the Marking Criteria, by giving reminders to the whole class and by holding individual sessions to help those with queries.

It is the students' responsibility to ensure work is handed in on the due date, as a hard copy. Sometimes your teacher may ask for work to be sent as an Email or posted onto Moodle, but this does not apply to formal assessments where a Paper Copy is always needed.

If work is not submitted on time, there must be an accompanying letter of explanation with a valid reason or a sick note. In Year 12, there must be a Doctor's Certificate.

As soon as a piece of assessed work is late, the teacher will speak to the student and ask for either a sick note, a letter of explanation from their parent/s, or will begin deducting marks at 10% a day.

At this point, (ie on the day a piece of work is overdue, with no valid letter of explanation) it is the class teacher's responsibility to discuss the matter with the student, and then inform the parents that the work is overdue.

It is the student's responsibility to hand in work to the teacher at the next convenient date (this need not be the next lesson, but must be at a time convenient enough for the teacher to make a record of this).

It is the teacher's responsibility to return marked work to students and have placed the marks on Markbook within two weeks.

If the work is not forthcoming within two weeks, then the mark turns to zero. At this point, the student must see the Head Teacher who will issue a warning letter to go home. The work must still be completed, and will be marked so the student gets feedback, but the mark remains a zero.

## **Assessed class work**

If a student is missing from class during an assessment task, then they have to bring in a note, from the parent/s, explaining the absence. In Year 12, this should be a Doctor's Certificate. The student has to do the assessment at the very next opportunity which would usually be the next timetabled lesson.