Glenmore SHS – Examination Flow Chart

Exam dates distributed at Teacher provides start of each semester. Course Outline & Exam block dates for Assessment Outline at Years 11 and 12 start of Unit/Semester distributed at the start of the year **Planned Absence for** Exam Student to submit an AARA & negotiate with HOD (Yr 7-10, Units 1/2)/ Principal's Delegate (Units 3/4) for a new date/time. List of reasons when a student is not eligible for an AARA is available in the Glenmore SHS Assessment Policy. AARA must be submitted as soon as possible AARA application is reviewed.

Whilst preparing for the exam, teacher notifies parent if insufficient preparation for exam and at risk of NR. Contact recorded in OneSchool and referred to faculty HOD.

Faculty HOD to inform DP/s of any students in Year 11 and 12 who are at risk of not passing their exams.

Student Absent for Exam

Student Presents for

Exam on time

Teacher notifies HOD and Office staff of the absence.

Office staff to text parent/guardian to advise that the student has missed an examination and that the teacher will be in contact regarding procedures for AARA application.

Teacher contacts parent/guardian and informs them of the missed examination and the requirements for the AARA application

Years 7, 8, 9, 10 and Units 1 and 2 in Senior

HOD organises date and location for student to catch up exam as soon as possible and communicates this with the teacher.

Units 3 and 4 in Senior

HOD organises date and location for student to catch up exam as soon as possible and communicates this with teacher and DP.

Sufficient information on student exam to meet criteria for an A – E rating. Work is marked and feedback given.

Insufficient information on exam to meet E criteria will receive NR grade.

Teacher records incident on OneSchool (as a major incident) and referred to faculty HOD

HOD notifies parents of failure to complete assessment and that this may impact QCE eligibility for Yr 11 and 12 students. Contact recorded in OneSchool.

Faculty HOD to send list of students who failed to submit their assessment to DP/s for follow up

If approved, teacher marks student work and records result. If AARA application is not approved, teacher awards a NR grade for the assessment.

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AARA application is reviewed.

Please note: If the academic integrity of the examination is compromised students will sit a comparable exam.