

## **ST DOMINIC'S ASSIGNMENT AND TEST POLICY**

An important life skill is the ability to meet deadlines. The Policy at St Dominic's is put in place to assist the learners in achieving this important life skill.

### **ASSIGNMENTS, PROJECTS AND TASKS**

1. Learners are given assignment sheets with all necessary instructions (incl. word length, etc), due dates, and marking rubrics.
2. No assignments, projects or tasks are given to grade 8-11 learners over a mid-term break or school holiday, including Gr. 11 December holidays. This therefore precludes any test dates or assignment due dates falling on the day school resumes after mid-term or end-of-term holiday. At least 2 weeks notice must be given for any assignment or test date falling on any of the days in the week subsequent to a mid-term or end-of-term holiday.  
Exceptions are made for Life Orientation Outreach Programmes and Job Shadowing which can take place during the holidays and mid-terms.
3. Learners are to hand assignments directly to their teachers.
4. All learners are to sign in assignments /ensure that the teacher acknowledges receipt of assignments.
5. Should a learner fail to hand in the assignment by the due date, a grace period of one day will be given with a maximum mark deduction of 10%. After this time no marks will be given.
6. Exceptions will be made with a legitimate absence from school. In such cases an agreement between the learner and teacher will be reached regarding the due date. Should the absence be medical, a legitimate Doctor's certificate must be presented. Should the absence be other than anything medical, proof of a reason for the absence must be submitted, by an explanatory letter from the parent together with telephonic contact details.
7. Should a learner know in advance that she will be absent when assignments are due for submission, the work should be submitted in advance of the due date.
8. A formal test will have a minimum 2 days notice prior to the test being written.
9. Tests missed will be written during an academic support period as per arrangement with the teacher whose test was missed. Should the absence be medical, a legitimate Doctor's certificate must be presented. Should the absence be other than anything medical, proof of a reason for the absence must be submitted, by an explanatory letter from the parent together with telephonic contact details.
10. No more than 2 formal tests may be scheduled on any given school day. A formal test does not include a short language/vocabulary/proficiency test.  
A formal test is at least 30 minutes long and worth a minimum of 20 marks.