



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 practicals are to be 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 – an official examination (one hour) on a Tuesday in the standardised test lesson or during a class period as indicated on the official test timetable.
- School-Based Assessment (SBA) – 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 will 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. Parents **MUST** email or phone Mrs Nel (info@rhenish.co.za or 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 that 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. 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 the Academic Deputy Principal.**

B. Standardised Test – Tuesday

Learners who miss a Standardised Test on a Tuesday through ill-health are required to do the following:

1. Parents **MUST** email or phone Mrs Nel (info@rhenish.co.za or marisa.nel@rhenish.co.za) **on 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 obtained from a clinic to the school before or on the day the learner returns to school in order to qualify for a calculated mark*.
3. If the learner does not submit a medical note as explained above, she **will receive ZERO** for the test.

C. Standardised Test – scheduled during a class period

Learners who miss a Standardised Test scheduled during a class period through ill-health are required to do the following:

1. Parents **MUST** email or phone Mrs Nel (info@rhenish.co.za or marisa.nel@rhenish.co.za) **on the morning of the test** stating the reason for a learner not being able to write the standardised test.
2. Submit a doctor's or a similar medical note obtained from a clinic to the school before or on the day the learner returns to school in order to qualify for a calculated mark*.
3. If the learner does not submit a medical note as explained above, she **will receive ZERO** for the test.

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.**

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 a calculated mark*.
2. If the learner does not submit a medical note, she **will receive ZERO** for the exam.
3. No examinations will be written at an earlier or later stage to accommodate holiday plans.

*** Please note that missing assessments, even with the correct documentation and following the above procedures, may affect a learner's eligibility for academic awards.**