



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/assignments/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 and/or Friday in the standardised test lesson or assembly period 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/Rhenish tour/Rhenish camp will complete the SBA on the day of return to school in the lesson of that subject, **unless, in an exceptional situation, prior arrangements were made with the Subject Head/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. If parents notified the school as outlined above, the learner will write the test after school on the Friday of the same week (academic will take preference over any other school activity).
3. If the learner cannot write a Friday test, a doctor's note will be required. In this instance, a formula mark will be applied.

NB: If parents do not contact the school on the day the test is missed, the learner will receive ZERO.

C. Standardized Test – Friday

Learners who miss a Standardised Test on a Friday 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. Learner will write the test on Monday in the first period of that subject during class and 15 minutes of the following lesson.
3. If the learner cannot write on the first day back at school, a doctor's note will be required and a formula mark will be applied.

NB: If parents do not contact the school on the day the test is missed, the learner will receive ZERO

D. 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. Learner will write the test as arranged with the subject teacher at the first available opportunity

NB: If parents do not contact the school on the day the test is missed, the learner will receive ZERO.

What happens if a learner misses a standardised test due to a Rhenish camp or tour?

The learner need to take responsibility for her own academics and needs to see the Subject Head BEFORE she goes on a camp or tour to make alternative arrangements.

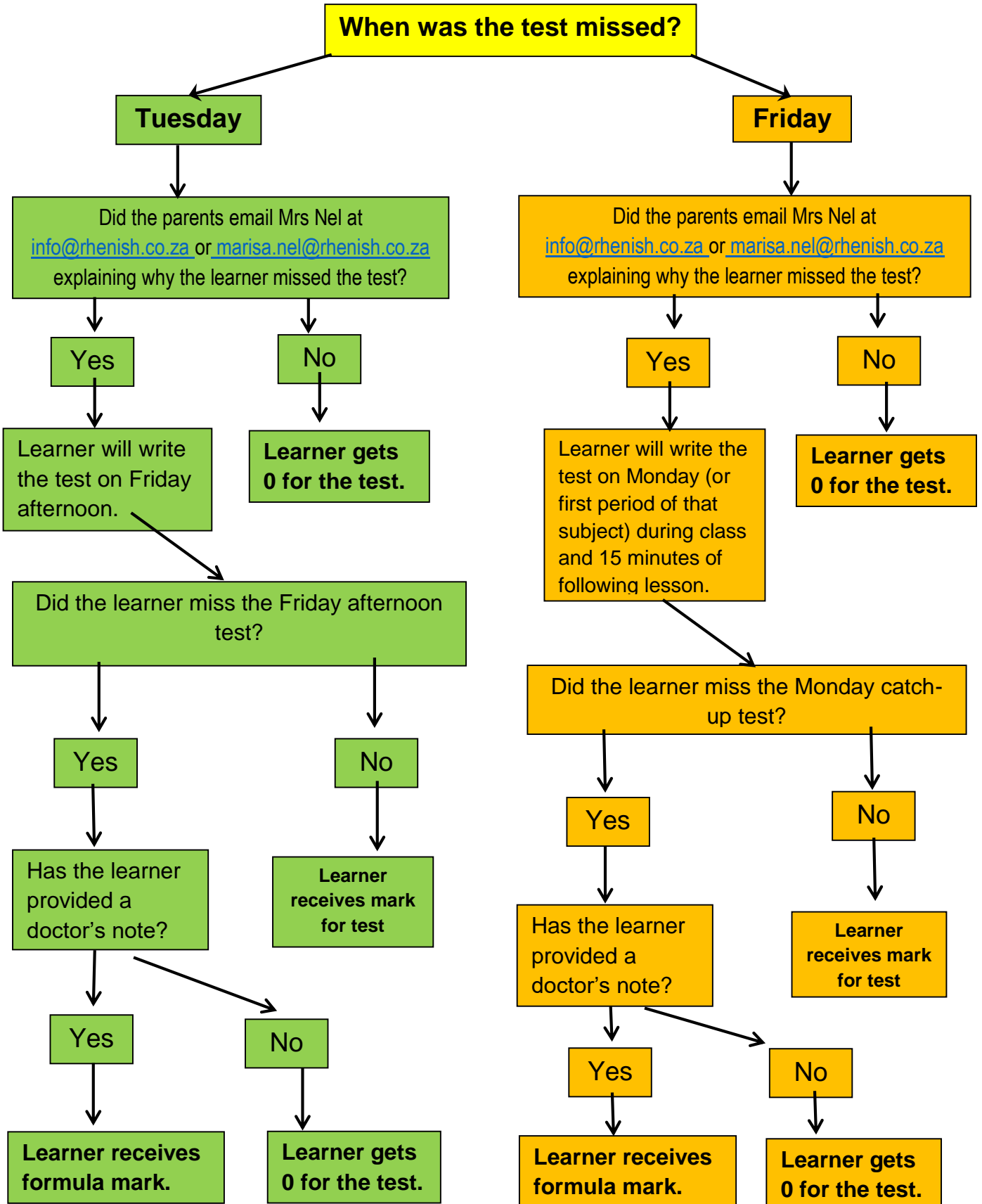
June/ November Examination

1. Learners who miss a day/days of the official June or November exam through ill-health are required to provide a doctor's certificate confirming this. Only exceptional cases other than ill-health will be considered by the Principal.
2. No examinations will be written at an earlier or later stage.
3. A doctor's note will be required so that a formula mark will be applied.

NB: If parents do not contact the school on the day the exam is missed, the learner will receive ZERO for the EXAM.

Please see the flowchart below if you are not a 100% sure of the procedure for Standardised Tests.

Assessment Policy Flowchart



Learners who miss a Standardised Test scheduled during a class period: parents also inform Mrs Nel at info@rhenish.co.za or marisa.nel@rhenish.co.za and learner will write the test as arranged with the subject teacher at the first available opportunity