



## DURBAN GIRLS' HIGH SCHOOL

### ASSESSMENT POLICY for LEARNERS

#### All forms of Assessment

1. Ensure that you complete work timeously. Prepare for practices, orals, tests and exams, plan group work carefully and give of your best.
2. Ensure all work is your own i.e. genuine and original.
3. Ensure that you have all the necessary stationery and writing equipment, calculator, clothing etc.
4. Taking information from any source and writing it down as your own is plagiarism.
5. DO NOT give your answers, for any work done, to another learner.
6. Any form of cheating or copying will be dealt with severely. You will be given 0 for the work and a warning letter will be placed on your file.
7. Any form of cheating i.e. crib notes, using notes from your file, text book or any other source, talking or assisting another learner etc. when writing a test is dishonest, it is cheating.
8. No cell phone may be in your possession while writing a test / examination. Therefore a cell phone ringing, receiving a message or being in your possession is regarded as an irregularity as it is in the matriculation examinations.
9. Hand in ALL work on time.
10. If work is handed in late you have the risk of your work not being marked or marks being deducted. However, all work will still need to be completed to ensure curriculum coverage.
11. Report any dishonesty to your register teacher, subject teacher, Head of Grade or Deputy Principal immediately. By not reporting dishonesty, you are condoning it.
12. School bags must be closed and all other material out of the way in the front of the classroom or under your chair. You may not take anything out of your bag without permission.
13. Ensure that you hand in your test/exam at the end of the test / exam session, **BEFORE** you leave the venue.
14. Ensure that you give of your best and that a mark or assessment is a true reflection of your ability.
15. It is highly recommended that all learners use a diary. This is compulsory for all Grade 8, 9 and 10 learners. Plan your time to complete tasks and learn for tests/exams.

#### IF YOU MISS (ARE ABSENT FOR) A TEST / ORAL / PRACTICAL / GROUP PRESENTATION/ DUE DATE FOR A PROJECT ETC:

1. Your parent / guardian must phone in between 07h00 and 07h30.
2. Your parent / guardian must state that they are aware of which test, oral, practical, group presentation, due date etc. that you are missing. If this is not done you will get ZERO – 0.
3. If no-one phones and reports this and you are absent you get ZERO - 0.
4. If you are ill but you can write the test or present the oral or practical etc. you may come to school for that lesson and then go home. Please do not take advantage of this.
5. If your parent / guardian brings your absence to the school's attention then you may, AT THE DISCRETION OF THE DEPUTY PRINCIPAL:

- write the same test - not during school time - for practice purpose only i.e. for academic practice. These marks will not count.
  - pre-schedule orals / pracs at the discretion of the Head of Subject.
6. If you know in advance that you cannot complete an assessment for a valid reason e.g. you are away representing the school, your parent / guardian may write a letter to the Principal. You must take this to the Deputy's Office **before 07h30** in the morning. Permission can then be granted and alternative arrangements made. This is for exceptional reasons only. This will apply to all forms of assessments.
7. If you do not hand work in on the due date:
- **you may be given zero – 0.**
  - you may be given an ACADEMIC DETENTION every day, until your work is complete.
  - the mark you achieve could be penalized
  - a letter may be sent to your parents.
8. If you are part of a GROUP it is essential that you do not let your group down at practice or on the day of the assessment. You have a responsibility to fulfill your role in the group.