### WHS Procedures for Non-attempt of Formal Assessment Tasks

#### YEAR 11 & 12 (Stage 6)

1. **Missed due date**
   - Mark is recorded as zero
   - Teacher to hand student appeal form and note date in assessment register

2. **Student still required to complete/hand in task**
   - Appeal form handed in to HT SS within 48hrs of due date and upheld.
     - Marks awarded and recorded
   - Appeal form denied or task not handed in.
     - N-Warning issued
     - Parent contacted
     - Zero marks awarded

3. Students are still required to complete task. When complete, teacher to resolve N-warning on SENTRAL.
Missed due date

Mark is recorded as zero

Teacher to hand student appeal form and note date in assessment register

Student still required to complete/hand in task

Appeal form handed in to HT SS within 48hrs of due date and upheld.

Marks awarded

Appeal form denied or task not handed in.

N-Warning issued
Parent contacted
Zero marks awarded

Students are still required to complete task. When complete teacher to resolve N-warning on SENTRAL
YEAR 7 & 8 (Stage 4)

Missed due date

Student submits task with note/explanation from parent

No task or explanation from parent

Task is awarded marks

Mark is recorded as zero

Student has 2 weeks to submit work

Failure to submit work

Letter of “Lack of Application”