Dear Parent/Caregiver

I wish to notify you that your son/daughter ____________________________ has failed to submit the assessment task for ____________________________ due today.

The St Mary’s College Assessment Policy and Submission of Assessment Practices document make it clear that all assessment must be submitted **on or before the due date**.

In the event that an assessment task is not submitted on the due date, drafts or drafting materials used in preparation for the assessment task will be used as evidence for assessment. In the event that such materials are not available at the start of the lesson that the assessment task is due to be submitted, students will be required to complete work towards the assessment task that lesson and these materials used as evidence for assessment.

However, this material submitted may not provide teachers with the best information about a student’s true performance in relation to the assessment criteria and standards. Parents/carers are advised to discuss the reasons for the failure to submit with their son/daughter.

The Year 8/9 or Year 10/11/12 Coordinator has been informed of this failure to submit and will monitor your son’s/daughter’s assessment across the curriculum. If there is cause for concern across the curriculum you will be advised and they will ask you to attend a meeting with them and your son/daughter to discuss strategies to address this problem.

Yours truly

Subject teacher
Principal
Mr Graham Meertens

Failure to submit assessment task

Teacher to complete this section, remove and pass to the Year 8/9 or Year 10/11/12 Coordinator

____________________________ of PC ________ failed to submit an assessment task as required for subject: ____________________________

__________________________ teacher; ____________________________ due to be submitted ____________________________

A *failure to submit assessment letter* has been given to Karen and mailed to the parents/carers.

Signed: ____________________________ Date: ____________________________