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A SECOND CENTURY OF EXCELLENCE

Common Assessment Make Up Policy

The English School

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Ratified by	The Board of Management
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Purpose

This policy outlines the procedures and expectations regarding missed Common Assessments (CAs) and make-up assessment arrangements. Its purpose is to ensure fairness, consistency, accountability, and the completion of required assessments by all students.

Students are expected to complete all scheduled Common Assessments.

1. Timing of Make-Up Assessments

Students who miss a Common Assessment will normally complete the make-up assessment within one week of the original assessment date.

Departments and Study Centre Coordinators will work collaboratively to ensure timely completion of missed assessments.

2. Entitlement to a Make-Up Assessment

All students who miss a Common Assessment are entitled to a make-up opportunity, particularly where they have not yet completed the minimum required number of Common Assessments in a subject.

As a general principle:

- Students will be provided with one make-up opportunity only.
- Additional opportunities will only be granted in exceptional or authorised circumstances.

3. Minimum required number of Common Assessments

Where this policy refers to the minimum required number of Common Assessments, the following minimums apply.

Lower School (Terms 1 and 2):

- Two CAs in each core subject: Mathematics, English, Greek/Turkish and Science.
- One CA in all other subjects.

Middle and Upper School:

- Two CAs in every subject, including both core and option subjects.
- Exception: Greek and Turkish in Years 6 and 7 remain excluded from this requirement, in line with current arrangements.

4. Administration of Make-Up Assessments

4.1 Venue and Scheduling

- Make-up Common Assessments will take place in a designated assessment space.
- Sessions will be available, if possible, across all five school days.
- The assessment space should accommodate up to 25 students.

4.2 Supervision

- Study Centre Coordinators will oversee the administration and invigilation of make-up assessments.

4.3 Assessment Materials

- Departments must provide make-up assessment papers to Study Centre Coordinators at least one day prior to the scheduled session.
- Make-up assessments should be picked up the following day from the Study Centre.

5. Absence from a Make-Up Assessment

5.1 Authorised Absence

Authorised absence is determined in accordance with the School Attendance Policy.
Examples of authorised absence may include:

- School sports fixtures or events and competitions
- University interviews
- Driving tests
- School trips
- Approved prolonged medical absence
- Other approved school commitments

Where the student has already completed the minimum required number of CAs:
The missed CA and make-up assessment will not be counted; however, the number of CAs taken will be recorded, out of the total, on progress reports e.g. 4/5 CAs completed.

Where the student has not completed the minimum required number of CAs:

- A second make-up opportunity will be provided. In the case of a small number of students involved, departments can make their own arrangements, normally after school or opt for the Study Centre arrangement.

- A second make-up opportunity may also be granted in cases of prolonged medical absence exceeding one week.
- Heads of Department can use their professional judgement to approve a second make- up CA opportunity in other serious cases.

Students scheduled for a make-up assessment will be excused from Extra-Curricular Activities (ECAs) where necessary.

6. Non-Completion Without Authorised Reason

Failure to attend or complete a make-up assessment without valid justification will result in academic consequences.

Departments will apply:

- A capped mark where students fail to complete the assessment without an authorised reason.
- A capped mark of 50% will apply in Years 1-3
- A capped mark of 40% will apply in Years 4-7

Students are expected to complete all scheduled Common Assessments. Progress reports will indicate the number of Common Assessments completed out of the total required.

7. Student Responsibilities

Students are responsible for:

- Informing their teacher if they miss a Common Assessment.
- Contacting teachers immediately upon return to school.
- Following all arrangements relating to the make-up assessment.
- Attending the scheduled make-up opportunity.
- Understanding that failure to act within the required timeline may result in consequences, including reduced grading outcomes.

8. Departmental Expectations and Procedures

Departments should:

- Use parallel versions of Common Assessments where appropriate.
- Avoid returning assessment papers until the majority of make-up assessments have been completed.

- Record and report repeated patterns of missed or rescheduled assessments for pastoral or academic intervention.

All departments must clearly communicate the expectation that:

"All scheduled Common Assessments should normally be completed by students."

This statement should:

- Appear in departmental handbooks and course booklets.
- Be clearly visible to students.
- Be reinforced regularly throughout the academic year.

Students must also be made aware of all assessment guidelines and procedures.

9. Review of Policy

This policy will be reviewed periodically to ensure consistency, fairness, and effectiveness in supporting student assessment completion.