

Maronite College of the Holy Family

Secondary Curriculum Policy and Assessment Guidelines (Amendments for Remote Learning)



Frequently Asked Questions

Whether learning is taking place at home or in the classroom, assessments must still go ahead.

Amendments have been made to MCHF Stage 4 & 5 and Stage 6 Assessment Policies in light of the information provided by NESAs in response to COVID-19. Further amendments are likely, pending NESAs instruction as the COVID-19 pandemic is monitored and the use of remote learning becoming more prevalent.

Below you will find some frequently asked questions regarding assessment and remote learning during COVID-19.

How will I be notified of any new assessments that I need to complete?

Your class teacher will email you the assessment task notification in the event your KLA Coordinator has not yet placed it on the Student Calendar. The email may also specify which online platform you can find a copy of the task (for example, Moodle, Microsoft Teams, OneNote, SharePoint)

How do I submit my in-class assessment tasks?

All in-class tasks have been replaced with online submission. Your teacher/KLA Coordinator will/already has advised you via email/Microsoft Teams/Moodle/OneNote and via Student Calendar of this change for any affected assessment task. No hard copy submissions will be accepted

What is the latest time we can submit our assessment tasks online?

11:59pm on the due date will be acceptable. It must be submitted in the format advised by your teacher/KLA Coordinator, for example, via email, Moodle DropBox, Class OneNote, Microsoft Teams, SharePoint).

What is considered as a 'late submission' of an assessment task?

Any time after 11:59pm on the due date is considered as late. The mark awarded for an assessment submitted after this date and time will be decided upon by the KLA Coordinator in consultation with the Director of Curriculum.

What happens if I don't make a genuine attempt at an assessment task?

The penalty will be at the discretion of the KLA Coordinator in consultation with the Director of Curriculum.

Can I still ask for an extension for an assessment task?

Most assessment tasks have already been extended. However, should you require an extension, you still need to apply in writing (via email) to the relevant KLA Coordinator stating reasons for the extension. You also need to provide documentary evidence to support the request. Documentary evidence can include an emailed note/comment from your parent/guardian, copy of the chemist receipt to prove you did purchase medication to assist with your illness, medical certificate (where it is safe and practicable to obtain one)

Do I still need to apply for illness/misadventure during remote learning?

During remote learning, the illness/misadventure form no longer needs to be completed for illness/misadventure. However, evidence needs to be emailed to the class teacher/KLA Coordinator regarding the illness/misadventure. Evidence includes an emailed note/comment from your parent/guardian, copy of the chemist receipt to prove you did purchase medication to assist with your illness, medical certificate (where it is safe and practicable to obtain one)

What if I am overseas during an assessment/exam period?

Where return from overseas travel is not feasible due to travel bans, Director of Curriculum will consult with the KLA Coordinator/s regarding the completion of an alternate task (where appropriate) or decode on an alternate examination where practicable.

Who can I talk to if I have any other questions that have not been addressed here?

If you have any other questions that have not been addressed here, please do not hesitate to contact the Director of Curriculum via email gdalla@mchf.nsw.edu.au.