

TSHWANE MUSLIM SCHOOL ASSESSMENT POLICY

Procedures to be followed with regards to learners who are absent for a test/exam and compulsory School Based Assessments (SBA).

1. School Based Assessments (SBA)

In the event of a learner being absent for a **School Based Assessment** task, but a valid reason is provided, he or she **will be granted** another opportunity to be assessed. The date and time of the test/exam will be decided upon in consultation with the learner.

2. Test/Exams

In the event of a learner being absent for a formal assessment test/exam with a **valid reason**, it is the responsibility of the parent to inform the principal and to provide a **valid reason** for their child's absence. The parent must also indicate when the learner will return to school. The learner **will be given another opportunity** to write the test/exam.

Valid reasons:

- a) Illness, supported by a valid medical certificate (if absent for two days or more) or a letter from the parent.
- b) Compassionate reasons, which includes the death of an immediate family member.

3. Covid Protocol:

3.1 If a learner has tested positive for Covid 19, the learner should not attend school for the 8 day quarantine period. The assessment /test /exam will be conducted upon his/her return to school, provided a medical certificate or laboratory test results are produced.

3.2.1 If a learner has been in contact with a positive Covid 19 case the learner must write the assessment/test /exam in a safe, isolated room at school during the same time that the rest of the class is sitting for the assessment.

3.2.2 Such a learner will not attend classes for the 7 day quarantine period. However, if no symptoms are presented after this 7 day period, the learner must start attending normal classes.

Absenteeism due to weddings, holiday trips or Umrah is **not** regarded as a **valid reason**. All medical & personal (learner or parent) appointments must be scheduled out of school hours.

Learners who are absent **without a valid reason** will be given a **zero** for the task.

When a request is made for a learner to write a test/examination prior to the allocated time it will be recommended that the learner be brought in to sit for the examination at the same time as the rest of the class. In exceptional cases, the **final decision** regarding a test date will be taken by the **principal**. **No test/examination will be written before the stipulated test date.**

Learners who have **missed 50%** of the formal term test, mid-year and end of the year examinations (even for a valid reason) **will not** be considered for any **Academic Awards** at the end of the school year.