

Exam and Assessment Schedules

Students, it is critical that you complete all scheduled assessment and exams by the due dates. If you are unable to attend a scheduled exam or submit an assessment item on the due date, you need to communicate with the school immediately with a valid reason to ensure that you may still have the assessment counted towards your semester's result. Valid reasons are outlined in the **Assessment Policy (PDF 234 KB)**.

Not contacting the school is likely to see a student with a non-submit for the missed exam or assessment item. This may mean that a student is not-rated for the semester, which could have a significant impact on your pathway and ability to achieve their QCE, or continued enrolment in subjects in the following semester.

Missed exams

If you have missed an exam, please complete the Request for Access Arrangements and Reasonable Adjustment form in the Assessment Policy (PDF, 41 KB) and attach your supporting documentation (medical certificate). Forward this to the Head of Department for Junior Secondary Lisa Whitworth lwhit139@eq.edu.au; Middle Secondary Phebe Chelepy pdbur0@eq.edu.au; or Senior Secondary Rhianna Titmarsh rtitm0@eq.edu.au.

Assessment extensions

If you require an extension for an assessment piece other than an exam, please complete the Request for Access Arrangements and Reasonable Adjustment form in the Assessment Policy (PDF, 39 KB). Assessment extensions will be granted where medical documentation is attached, and the student has demonstrated participation on the assessment task during class time. Forward this to the Head of Department for Junior Secondary Lisa Withworth lwhit139@eq.edu.au; Middle Secondary Phebe Chelepy pdbur0@eq.edu.au; or Senior Secondary Rhianna Titmarsh rtitm0@eq.edu.au.