

NSW School of Languages Guidelines for Change of Date or Venue of Examination and Assessment Task

On enrolment, home school principals agreed to NSW School of Languages' request that the school's assessments and examinations take precedence over all home school activities. Therefore, it would only be under extraordinary circumstances that an alternative date would be granted for the NSW School of Languages assessment or examination. The integrity of our assessment program depends on this undertaking.

All **metropolitan** students are to sit for their assessments or examinations at NSW School of Languages unless they suffer from a medical condition that prevents them from travelling to NSW School of Languages. A current medical certificate needs to accompany the form below.

In order to help home schools with their planning, the dates of NSW School of Languages examinations are available on the website Term 4 of the previous year. These dates are available on the NSW School of Languages website.

Home schools are advised that they need to adhere to these conditions to ensure:

- the integrity of the assessment process (confidentiality of the examination contents)
- equity for all students
- consistency in the marking process
- efficiency in returning examinations promptly to the students
- timely creation and distribution of semester reports.

Supervisors are requesting a change

It is the responsibility of the home school Supervisor to:

- read the above information to see that the request complies with NSW School of Languages policy
- ring the Head Teacher of the language being studied to discuss the matter at least **2 weeks prior** to the assessment or examination date*
- complete** the **"Change of date or venue of NSW School of Languages assessment task/examination"** form below stating the reason for the change and the new date and or venue. The form must be signed by the student and verified by the home school Principal
- email this form to the [school email address](#) with a current medical certificate (if applicable).

* Requests for a change of date/venue of less than 2 weeks' notice will not be granted.

****Note:** If a new date has been agreed upon students will be asked to sit for the examination as close to the original date as possible, i.e. the day before the set date. Students must make a written undertaking that they will not enter into any communication regarding the examination. Doing so will incur an automatic zero for the task.

Email: NSWSchoolLang.school@det.nsw.edu.au

Student

Supervisor

Change of Date or Venue for NSW School of Languages assessment task or examination

Language and Course

Student's home school

Name of examination/assessment task to be changed

New examination/assessment task date/venue

Reason (please read the information on page 1 before filling in this section and attach relevant documentation.)

Student's undertaking

*I agree not to source or provide any information regarding the examination/assessment task.
I understand that a breach of examination security will result in a Zero mark.*

Signed

(student)

Principal's verification

*I verify that the information the above student has provided to me is correct and complies
with NSW School of Languages Policy.*

Signed

(Principal)