

Catch-up Test and Summative Assessment Procedures

This document outlines the process for catch-up tests and other summative assessments. These procedures are in place to provide students with a fair opportunity to complete missed assessments due to valid reasons and receive a grade for them.

1. Catch-up Test Procedure:

- a. If a student is unable to attend a test for a valid reason, their parent/guardian should report the absence at the beginning of the day (absent-secondary@isalmere.nl). This absence will be seen in SOM by the subject teacher.
- b. Catch-up tests are scheduled for **every Thursday between 9.00-10.00 hrs.** in the library (1st floor), under Ms Handayani/Ms. Rietberg's supervision. It is important to note that catch-up tests will differ from the original assessments given to students. If a student has both a catch-up test and a class test planned for the same period, the class test takes priority.
- c. The class teacher will inform the student of the catch-up test via Managebac, creating a task with a name such as "Math test for John, Kate." This task will be deleted after the test, and the grade will be recorded under the initial test.
- d. Catch-up tests should be completed no later than one week after the corresponding class test. Failing to take this opportunity will result in a zero grade for the summative assessment.
- e. In cases of extended absence (more than one week with a valid reason), students are expected to complete the test within one week after their return. Again, failing to do so will result in a zero grade.
- f. If a student cannot attend the scheduled catch-up test on Tuesday between 9:00 AM and 10:00 AM, the subject teacher can make individual arrangements for the test.

2. Summative Assessment (other than written tests) Submission Procedure:

- a. In cases where a student is absent with a valid reason on the date of a summative assessment submission (other than a written test), the parent/guardian should report the absence at the beginning of the day. The subject teacher will see this in SOM.
- b. The student is required to upload their summative assessment (presentations, research tasks, videos, etc.) at the beginning of the next subject lesson when they are present. Failing to do so will result in a zero grade for the summative assessment.

3. Unexcused Absence:

- a. If a student is absent without a valid reason on the day of a test or a summative assessment deadline, a zero grade will be awarded for that assessment.