Stage 5 – Year 9
Assessment Guidelines

THE JANNALI HIGH SCHOOL

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THE JANNALI HIGH SCHOOL

2025

For students, parents and teachers

2025 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	

March						
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23	24	25	26	27	28	29
30	31					

April						
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27	28	29	30			

May						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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13	14	15	16	17	18	19
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27	28	29	30	31		

August						
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31						

September						
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28	29	30				

October						
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26	27	28	29	30	31	

November						
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23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Term Dates & Vacation Dates 2025

Term 1 (11 weeks)	**Thursday, 6 February 2025**	**Friday, 11 April 2025**
Autumn Vacation	Monday,14 April 2025	Tuesday, 29 April 2025
Term 2 (10 weeks)	**Wednesday, 30 April 2025**	**Friday, 4 July 2025**
Winter Vacation	Monday, 7 July 2025	Monday, 21 July 2025
Term 3 (10 weeks)	**Tuesday, 22 July 2025**	**Friday, 26 September 2025**
Spring Vacation	Monday, 29 September 2025	Monday, 13 October 2025
Term 4 (10 weeks)	**Tuesday, 14 October 2025**	**Friday, 19 December 2025**

Public Holidays

New Year's Day	Wednesday, 1 January
Australia Day	Monday, 27 January
Good Friday	Friday, 18 April
Easter Monday	Monday, 21 April
Anzac Day	Friday, 25 April
King's Birthday	Monday, 9 June
Labour Day	Monday, 6 October
Christmas Day	Thursday, 25 December
Boxing Day	Friday, 26 December

General Requirements

This information applies to all subjects.

The assessment mark used to determine grades is calculated using a series of **tests, assignments, oral and aural work, performances, practical projects and examinations** conducted during the course. The assessment mark measures student achievement relative to a set of predetermined standards.

Since there are only a limited number of tasks listed in Assessment Schedules, it is important to realise that to achieve competence in the skills required to complete these tasks, as well as satisfactorily completing the course, students will be required to complete other course work. **If students do not attempt these non-assessable tasks, they will not only have missed out on important practice and feedback from their teachers, but they may also receive a Letter of Concern (Year 9) or an "N" Award Determination (Year 10) for not having satisfactorily followed the course and/or demonstrated diligence and sustained effort.**

Assessment Practices in Action

Each subject will provide adequate time when providing written notifications of formal assessment tasks (usually 2 weeks' notice will be provided, depending on the task). It is expected that students acknowledge receipt of assessment notification through the Google classroom to indicate they have:

- received the task notification
- submitted the task for marking

At TJHS we have high expectations and are focused on achieving improvement in student learning. There is an expectation that all students demonstrate diligence and sustained effort in every subject, completing all homework and assignments. **Students should note that all work will need to be submitted and completed as instructed and that consequences will be given to students if work is not completed**.

An assessment schedule is issued to each student to ensure that every student is aware of the due dates of each assessment / assignment task. It is important to note that it is the responsibility of each student to read his or her assessment schedules to be aware of the nature and timing of assessable tasks. Not knowing about a deadline will not be an acceptable excuse for lateness or non-completion.

Illness/Misadventure

If absent from an assessable task due to illness or a proven misadventure, then the student must complete an illness/misadventure form (see Appendix A) to:

- substantiate illness/misadventure. This may include information from their parent/carer or independent evidence (eg. medical certificate) where possible
- **report before roll call on the first day back at school**, to the Head Teacher of the faculty for which the assessment task is due, to submit application and seek direction from the Head Teacher.

Note: For long term or ongoing assessment tasks, medical certificates, independent evidence, or parent notes covering only the final days prior to submission of the task may <u>not</u> be sufficient.

There is no provision in the Assessment Policy to compensate a student for factors such as extended illness or personal problems affecting the student's overall progress.

Notification must be given to the school via the telephone as soon as practicable, by either student or the parent, if the student is unable to attend an examination due to illness. Independent evidence or medical certificate will be required to explain such absences. This certificate must be presented to the relevant Head Teachers or Deputy Principal on the first occasion the student returns to the school, even if it is during the examination period.

Extended Absence on Leave (Principal permission)

If a student is to be absent for an extended period with leave (eg. overseas travel), substitute tasks are to be negotiated with each subject, prior to departure.

Note that the Department of Education requires a special application to approve absences of greater than 10 days.

Lateness of Assessment Tasks

All assignments must be handed in by 3:00pm on the due date. If not, they will be treated as late and the following penalties will apply:

The work will be assessed but no marks will be awarded. The students will be given advice on ways to improve but the mark recorded will be Zero.

1) After three (3) days, an assignment not handed in is considered to have not been submitted and the student will receive a Letter of Concern (Year 9) or an N-Award Warning Letter (Year 10).

Students should not leave assignments until the last minute. No allowance will be made for students whose illness is restricted to the final days before a long term assignment is due. If a student knows in advance that they will be absent on the day an assignment is due, the work must be handed in ***before the due date****.*

Students should be aware that regardless of the lateness of the task, the work will still need to be submitted. Faculties may choose to organise compulsory afternoon study periods to support the completion of this work.

Unfair Advantage - Attendance on the day of Assessable Tasks

So that no student will be given an **unfair advantage over others**, **students must attend ALL timetabled lessons on any day they have an assessable task or substitute task scheduled**. Breaches of this rule will mean the task will not be accepted from the student and Zero may be recorded as the mark.

Course Satisfactory / Unsatisfactory Completion

For each course the Principal will need to declare that a student has:

a) followed the course

b) worked consistently and diligently

c) participated in activities and achieved course outcomes

Regular attendance at school and in classes is critical to a student achieving course outcomes and satisfactorily following the course.

Non Completion / Submission of School / Assessment Task work

All students are required to submit all tasks for every subject. The school staff are aware that this is challenging for some students and urge each individual to seek help and advice prior to the due date if they need help or assistance.

If students choose not to submit any task they will:

- Need to meet with their Class Teacher to discuss reasons for their non-submission of the task
- Collect the information required to complete the work, as all assignment work needs to be completed so that feedback can be provided about the student's level of understanding. Note – the task will still be awarded Zero.
- A new due date will be organised, along with ways to submit the task (via Google Classroom, email or in hard copy). Refer to Assessment notification for submission requirements.

If the student still fails to submit the task the following school procedures will be followed:

1. Initially a Letter of Concern (Year 9) or an N-Award Warning Letter (Year 10) will be sent to the family/ caregivers so that the issue of the incomplete work /task is discussed. This written correspondence will be from the Class Teacher and Head Teacher and will outline the area or areas where problems exist and if a task or classwork needs to be completed and the consequences of not addressing these. This correspondence will be supplemented if necessary by counselling/interview.
2. A detention where the student is given the opportunity to work on their task may be issued. The Class/Head Teacher will supervise.
3. If the student does not complete the task by the revised date, families will be contacted by the Class Teacher/ Head Teacher.
4. A record of this correspondence and interviews will be recorded in Sentral.

Plagiarism Policy

TJHS seeks to give students the skills of ethical research while emphasising the need to acknowledge other people's work in their pursuit of academic excellence.

It is important as part of their learning that students demonstrate their ability to locate information and more importantly show their understanding of what they read.

TJHS regards the submission of people's work, unacknowledged as unacceptable and constitutes Plagiarism.

Malpractice and breaches of examination rules

Examination and Assessment rules are to be strictly adhered to in all circumstances.
Any student found to have been given an unfair advantage or has cheated in an examination/assessable task or have made a non-serious attempt will have his/her paper or task cancelled and a zero mark will be awarded.

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) **must be the student's own work**. Malpractice, including plagiarism, or the unethical use of Artificial Intelligence (AI) could lead to a student receiving zero marks and may jeopardise the student's assessment results for their academic report.

Malpractice is any activity that allows a student to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own; using material directly from books, journals, CDs or the internet without reference to the source. Plagiarism also involves students who choose to copy work from their peers. Zero may be awarded to both the 'copier' and the 'author'.
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as your own;
- submitting work to which another person such as a parent, coach or subject expert have contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules
- using non-approved aides during an assessment task/ examination;
- contriving false explanations to explain work not handed in by the due date;
- assisting another student to engage in malpractice.
- submitting work that is generated by digital means such as AI or generative technology and presented as their own.

Note that group construction of an answer to an individual task will be regarded as cheating unless such collaboration is explicitly permitted in the task guidelines.

Students are also reminded that assisting others in the act of cheating will be detrimental to their own progress. They will also be awarded a zero mark.

Any suspected plagiarism malpractice will be reported by the Head Teacher to the Senior Executive who will recommend a meeting of the Assessment Review Panel (ARP). This panel, consisting of the Principal (or nominees) and two Head Teachers, may require that students present all their preparatory work as evidence that their task is the student's own intellectual property. Questions may also be asked of the student to test his or her level of understanding prior to a decision about the authenticity of the task being made, Parents will be informed in writing of any breaches of the rules.

Appeals

Students have the right to appeal if they feel that they have, in any way, been disadvantaged or treated unfairly with regard to an assessment task. Appeals must be in writing using the school Assessment Task Appeal form. This must be returned within 2 school days of the issue arising; i.e. when the task is handed back or a request for special consideration is denied.

The appeals committee for that task will meet and make a determination within 7 school days of the appeal submission. The appeals committee will consist of the relevant Deputy Principal, a Head Teacher and the classroom teacher.
A final appeal to the Principal can be made if the student feels the process has not been properly carried out. The student and parent/caregiver should discuss the issue with the Principal who will advise about any next steps.

Matters that may be considered as grounds for appeal include but are not limited to:

- Any issue relating to the marking criteria or a computation error in determining the mark.
- If a student believes the assessment procedures were not followed correctly.
- Any issues with the administration of the task; e.g. timing errors or errors in the task.

Queries

If any student has questions about marks awarded for any task, they must raise them with their teacher when the task is returned from marking. If, after consultation with the teacher, the student feels there is still a problem, they should consult with the Head Teacher of the Faculty concerned and then the Principal if there is still concern.

Special Note regarding Presentation of Assessment Tasks

All assessment tasks must be presented in hard copy format on A4 paper unless specifically stated otherwise. Refer to assessment notification for submission requirements.
This means that tasks on USB/ memory sticks/ are not acceptable (unless specifically stated). Claims that computer malfunction caused late submission of assignments *will not be accepted* unless they can be substantiated by the production of draft work in hard copy format at the time the task was done.

Best practice in relation to the use of computer technology and assessment work involves:

a) initial work, notes, planning etc in hand written form;

b) regular saving or backup of work;

c) production of a hard copy of draft work as each page is completed.

If this process is followed, any hardware or software malfunction can be legitimately supported by the production of the above draft work.

Disability Provisions

Disability Provisions may be provided for students who require additional support during timed school-based assessment tasks. Disability Provisions may include reader, scribe, rest breaks, small group supervision, separate supervision etc. Disability Provision requests should be made to Student Services as soon as an assessment notification has been received to ensure appropriate resource allocation.

To apply for Disability Provisions for external HSC exams, schools must submit an online application to NESA. This application tells NESA which provision/s a student is requesting and includes recent evidence. Evidence may include medical reports, reading results, spelling results, writing samples and teacher comments. Please contact Student Services to obtain an application form. Forms can also be downloaded from the NESA website.

School Examination Rules

- Students are not permitted to use mobile phones/smart devices in examinations/assessments. Students are required to follow TJHS off and away device procedures. (unless otherwise specified)
- Any article that could be considered an aid must not be taken to the examination tables, (e.g. books, notes, loose sheets of paper, mobile phones, iPods and Apple watches etc). All materials are subject to confiscation.
- Students must not bring their own writing paper. All necessary writing paper will be provided and is not to be removed from the examination room.
- Students should ensure that they have more than one set of pens, pencils, etc and tissues. All supplies must be in a clear plastic bag (not your normal pencil case).
- Any special equipment required (e.g. set squares, calculators) must be provided by the student.
- All students are required to be as quiet as possible, both during and at the conclusion of their examination. Both during and at the conclusion of their examination.
- There is to be no communication of any sort between students while inside the examination room. In particular, the borrowing of equipment or materials is prohibited.
- When in the examination room, students should remove watches and place them in clear view on the examination table.
- No student will be permitted to leave the examination room early.
- If a student is unable to attend an examination due to illness, the school should be notified by telephone as soon as practicable. A note from parents/carers or doctor's certificate (or independent documented evidence) is required to explain the absence (when completing the illness/misadventure form. This certificate must be presented to the class teacher or the relevant Head Teacher on the first occasion the student returns to school, even if this is during the examination period.
- Any student who is absent from an examination must complete an illness/misadventure form and report to the relevant teacher or head teacher(s) immediately after the illness/misadventure to arrange alternative times for missed exams. Failure on the part of the student to complete this process and arrange an alternative time immediately after the illness/misadventure will result in a zero for the examination for that student.
- Students are to wear full school uniform during examinations.
- Students must not cheat, include frivolous, offensive, threatening or objectionable material
- Students must not behave in any way that may disturb another student or upset the running of the examination
- Students must not eat during the examination
- Students must not write on their body "(e.g. arms/legs), tissues or materials that is not exam material

Any breach of this will be referred to the Head Teacher / Senior Executive.

Courses studied by candidates in 2025

Mandatory: English, Mathematics, Science, Human Society and Its Environment, Technological and Applied Studies (TAS), Creative Arts, Personal Development, Health and Physical Education, Languages other than English.

Elective: Child Studies, Commerce, Food Technology, Industrial Technology Timber, International Studies, Music, Physical Activity and Sports Studies, Textiles Technology, Visual Arts, World History, Global Studies, Design and Technology.

Note: failure to satisfactorily complete assessments in a mandatory subject may result in a student being ineligible to receive a RoSA.

TJHS Assessment Schedule Semester 1 Year 9 2025
Interim report Term 1 Week 11

Subject	*Task*	*Due*	*Weighting*
Child Studies	Preparing for Parenthood Task Conception to Birth Topic Test	Term 1 Week 6 Term 2 Week 5	50% 50%
Commerce	Ongoing Report Consumer and Financial Decisions Ongoing Portfolio Investing Topic Test	Term 1 Ongoing Term 1 Week 8 Term 2 Ongoing Term 2 Week 6	20% 30% 20% 30%
Dance	Dance Technique Task Dance Composition Task	Term 1 Week 9 Term 2 Week 6	50% 50%
Design and Technology	Tidy Desk Project Practical Tidy Desk Project Portfolio	Term 2, Week 3 Term 2, Week 3	70% 30%
English	Task 1 – Dystopian Literature Analytical Writing Task 2 – Rhetoric Study/Speech Journal	Term 1 Week 9 Term 2 Week 6 Ongoing	40% 40% 20%
Food Technology	Practical assessment – Spicy Apple Muffins Semester 1 Examination	Term 1 Weeks 7/8 Term 2 Week 6	50% 50%
Geography	Geographic Tools and Skills Feeding 9 Billion Task Living in an Urbanised World Task	Ongoing Term 1 Week 8 Term 2 Week 6	40% 30% 30%
Global Studies	Ongoing Assessment Into the Blue- Oceanography Extreme Geography	Ongoing Term 1 Week 7 Term 2 Week 4	40% 30% 30%
International Studies	Social Media Campaign- Culture and Diversity Exam- Culture and Beliefs	Term 1 Week 10 Term 2 Week 6	70% 30%
IT Timber	Toolbox Technical Drawings	Term 1 Week 9	70% 30%
Mathematics	AT1- Examination AT2- Examination	Term 1 Week 9 Term 2 Week 6	50% 50%
Music	Performance Task Musicology Task	Term 1 Week 9 Term 2 Week 5	60% 40%
PASS	World Games Practical Body Systems Task	Term 1 (ongoing) Term 2 Week 4	50% 50%
PDHPE	Diversity Task Fundamental Movement Skills Practical Task	Term 1 Week 9 Term 2 Weeks 1-6	50% 50%
Science	Working Scientifically Skills Topic Test 1 and Skills	Ongoing Term 1 Week 10	30% 70%

Textiles Technology	Half Yearly Examination Practical Item 1	Term 2 Week 5 Term 2 Week 6	50% 50%
Visual Arts	Ceramic Vessel Visual Arts Exam	Term 1 Week 10 Term 1 Week 10	60% 40%
World History	Historical concepts and skills Cradle of Civilisation Task Myths and Legends Task	Ongoing Term 1 Week 7 Term 2 Week 6	40% 30% 30%

TJHS ASSESSMENT SCHEDULE SEMESTER 2 YEAR 9 2025

Subject	*Task*	*Due*	*Weighting*
Child Studies	Real Care Baby - Simulation and Written Task	Term 3 Weeks 1-10 (Allocated time)	50%
	Play and the Developing Child Topic Test	Term 4 Week 5	50%
Commerce	Personal Project- Ongoing	Ongoing	20%
	Employment and Work Futures Task	Term 3 Week 6	30%
	Product development- Ongoing	Ongoing	20%
	Promoting and selling project	Term 4 Week 4	30%
Dance	Dance Analysis Essay	Term 3 Week 9	50%
	Popular Dance Styles Task	Term 4 Week 4	50%
Design and Technology	"Clocks in time" Project – Practical	Term 3, Week 9	45%
	"Clocks in time" Project – Portfolio	Term 3, Week 9	25%
	Yearly Examination	Term 4, Week 5	30%
English	Task 1: Shakespeare Viewing and Representing Task	Term 3 Week 9	40%
	Task 2: Film Study Test	Term 4 Week 5	40%
	Journal	Ongoing	20%
Food Technology	Nutrition research and practical task	Term 3 Week 8	50%
	Semester 2 Examination	Term 4 Week 5	50%
Global Studies	Ongoing Assessment	Ongoing	40%
	Geography of sport	Term 3 Week 8	30%
	Continental adventures	Term 4 Week 5	30%
History	Historical skills	Ongoing	40%
	Movement of Peoples task	Term 3 Week 8	30%
	Australians at War task	Term 4 Week 5	30%
International Studies	Website- Culture and Travel	Term 3 Week 9	60%
	Project- Culture, Science, Technology and Change	Term 4 Week 5	40%
IT Timber	Small Stool – Portfolio	Term 3 Week 9	60%
	Yearly Examination	Term 4 Week 3	40%
Mathematics	AT3- Examination	Term 3 Week 9	50%
	AT4- Examination	Term 4 Week 5	50%
Music	Performance Task	Term 3 Week 9	50%
	Composition Task	Term 4 Week 4	50%
PASS	Nutrition Task	Term 3 Week 10	50%
	Australian Sporting Identity Practical	Term 4 Weeks 1-2	50%
PDHPE	Fundamental Movement Skills Practical Task - Dance	Term 3 Weeks 6-10	50%
	PART-Why? Task	Term 4 Weeks 1-2	50%
Science	Science Skills	Ongoing	20%
	Topic Test 2 + Science skills	Term 3 Week 9	40%
	Topic Test 3 + Science skills	Term 4 Week 9	40%

Textiles Technology	Practical Item 2 and Portfolio Yearly Examination	Term 4 Week 2 Term 4 Week 4	60% 40%
Visual Arts	Portrait Painting Visual Arts Exam	Term 3 Week 10 Term 3 Week 10	60% 40%
World History	Historical concepts and skills Jack the Ripper Task History through Archaeology Task	Ongoing Term 3 Week 8 Term 4 Week 4	40% 30% 30%

YEAR 9 ASSESSMENT SCHEDULE 2025																					
	Term 1											Term 2									
Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
Child Studies																					
Commerce																					
Dance																					
Design & Technology																					
English																					
Food Technology																					
Geography																					
Global Studies																					
International Studies																					
IT Timber																					
Mathematics																					
Music																					
PASS																					
PDHPE																					
Science																					
Textiles Technology																					
Visual Arts																					
World History																					

YEAR 9 ASSESSMENT SCHEDULE 2025																				
Term 3											Term 4									
Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
Child Studies																				
Commerce																				
Dance																				
Design & Technology																				
English																				
Food Technology																				
Global Studies																				
History																				
International Studies																				
IT Timber																				
Mathematics																				
Music																				
PASS																				
PDHPE																				
Science																				
Textiles Technology																				
Visual Arts																				
World History																				

APPENDIX NO. A

X *Attach any supporting evidence here with a staple or a pin*

THE JANNALI HIGH SCHOOL
ILLNESS OR MISADVENTURE CLAIM FORM

Student's name: ..... Year: ..... Roll class: .....

Parent's name: ..... Daytime contact phone no: .....

Exam or assessment task affected: .....

..... Due date of task: ..... /..... /.....

Subject: ..... Class teacher's name: .....

Type of claim: (please tick ✓) ❑ Illness ❑ Misadventure

Describe your reasons for submitting this claim (describe the illness or misadventure).
(Any supporting evidence, such as a doctor's certificate or a letter from a parent, should be attached to the top left corner of this form.)

.....

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.....

State what outcome you hope to achieve by submitting this claim:

.....

.....

INSTRUCTIONS: (please read the following instructions carefully)

- This claim form, along with any supporting evidence, such as a doctor's certificate etc, should be submitted to the Head Teacher of the subject area concerned.
- This claim form should be submitted as soon as possible after the examination or assessment task in question has occurred (it may also be submitted before the task is due).
- Failure to comply with these instructions may result in a zero assessment being recorded.

ON YOUR FIRST DAY BACK TO SCHOOL

Day and date claim received by Head Teacher: M T W T F ..... /..... /.....

Outcome: Has the application been approved? YES NO (circle one)

Action: 'When, where and how will the task be completed'

.....

.....

Head Teacher's name: ..... Signature: .....

Return completed form to the Deputy Principal within 2 days of date of issue

APPENDIX NO. B

X *Attach any supporting evidence here with a staple or a pin*

THE JANNALI HIGH SCHOOL
ASSESSMENT TASK APPEAL FORM

Student Name: ..... Year: .....

Subject: ..... Due Date: .....

Assessment Task Description:

.....

Reason for Appeal:

.....

Student Signature: ..... Date: .....

Panel's decision (tick one outcome):

☐ Apply a zero mark

☐ No penalty applied

Other penalty applied (e.g. reduction in marks/percentage). Please state:

.....

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.....

Reasons for the panel's decision:

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.....

Panel members:

Name: ..... Signature: .....

Name: ..... Signature: .....

Name: ..... Signature: .....

Date: .....