

N Determination Flow Chart

1st Letter

Student fails to submit an assessment task or complete course work



Teacher interviews the student on the first available day after the missed submission



Teacher works through the N- Determination staff record form and makes notes.



Teacher enters the N-Determination letter onto SENTRAL and prints off 2 letters



Teacher sets new due date and issues letter to student and gets students to sign in receipt of letter



Teacher rings parent/carer and discusses the N-Determination and the support offered. Makes notes of phone call on staff record



Teacher sends N-Determination letter home to parent/carer by mail



If the task is submitted by the revised due date, teacher resolves the task on SENTRAL.



If the task is not submitted by the revised due date, teacher refers the student to the Head Teacher



Head Teacher interviews the student and completes the relevant section of the N-Determination Staff Record form. Head Teacher makes notes on original SENTRAL entry. No further warnings given around 1st letter.

2nd - Letter

Student fails to submit a subsequent assessment task or complete course work



Teacher interviews the student on the first available day after the missed submission



Teacher works through the N- Determination staff record form and makes notes.



Teacher enters the N-Determination letter onto SENTRAL and prints off 2 letters



Teacher sets new due date and issues letter to student and gets students to sign in receipt of letter



Teacher rings parent/carer and discusses the N-Determination and the support offered. Makes notes of phone call on staff record



Teacher sends N-Determination home to parent/carer by mail



If the task is submitted by the revised due date, teacher resolves the task on SENTRAL.



If the task is not submitted by the revised due date, teacher refers the student to the Head Teacher



Head Teacher interviews the student and completes the relevant section of the N-Determination Staff Record form. Head Teacher makes notes on original SENTRAL entry. Head Teacher refers student to Supervising Deputy Principal

Further Missed Work

Follow the same process as 2nd letter in consultation with Head Teacher



Head Teacher to inform the appropriate Deputy Principal



Deputy Principal to interview the student and discuss N-Determination warning letters.



Deputy to organise a parent/carer interview with the classroom teacher present to further discuss N-Determination Letters and develop strategies to support student to resolve Ndetermination warnings



If all tasks and/or coursework is submitted, teacher to resolve all N-Determination Letters on SENTRAL. Teacher to call Parent/Carer to inform them that all N-Determination warnings have been resolved



If all tasks and/or coursework is submitted, teacher to resolve all N-Determination Letters on SENTRAL. Teacher to call Parent/Carer to inform them that all N-Determination warnings have been resolved



Teacher to complete Part B -Summary of Student Results of the N-Determination Staff Record sheet



If all tasks and/or coursework aren't submitted, Principal to advise student in writing of possible consequences with enough time for the problem to be corrected

Support

Documents to support teachers through this process:

- Teacher and faculty N-Determination Register form
- Stage 5 Failure to complete coursework letter
- N-Determination Staff Record Sheet
- SENTRAL N-Determination Warning processes.
- Lesson Matrix- term by term
- Illness/Misadventure form
- Extension/reschedule form
- Student appeal form
- QHHS doctors' certificate

ACE 8073

The minimum requirement is that students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks in the course

ACE 8078

If there is no valid reason provided for failing to complete an assessment task, a zero mark MUST be recorded for that task.

ACE 8079

If a student is at risk of not meeting internal assessment requirements, a principal must:

- Advise the student in writing with enough time for the problem to be corrected, specify details of action, and alert to possible consequences
- Advise parent/carer in writing and request written acknowledgment
- Issue at least one follow-up warning letter
- Retain copies of all documentation