Middle Years Matters - Assessment Time

“It’s no longer a mine field when you know where to step.”

Has everyone checked in with their teachers, looked in their diary or at the assessment calendar to get yourselves into assessment mode? The first thing that you need to ask yourself is, do I know what I have to complete and when it is due in? If the answer is no, then you will need to make a list; a good place is your College diary.

You will already have task sheets for assessment in some subjects. Many of these will have not only the task but also helpful scaffolds and suggestions to help you get the job done. If you are unsure about something and you’re at home, check in with someone there who could help. If you are working in class ask your teacher for assistance.

Most, if not all, pieces of assessment will have a drafting process. This is your opportunity to get some feedback on your work. It is very important to take on board the advice given and use it to make your piece of work great. It is very important to have the completed draft ready to submit so that you get maximum benefit from the process.

What if something unforeseen happens and you can’t finish on time? It is important to point out here that most classes set aside enough time for students to complete assessment to a satisfactory standard. Extensions are for students who are unable to complete work due to circumstances that are out of their control. Unfortunately being disorganised and not using class time effectively are not reasons for an extension. You will need to speak with your teacher before the due date and they will guide you through the process to gain an extension.

In this era of technology we are using computers for most assessment so it is vitally important that student work is saved in multiple places. The three that are easily accessible are the student drive on the College system, a removable storage device or emailing the document to yourself. This is a habit that is worthwhile developing.

Preparing for exams is a long term task using both class and home time to consolidate learning as it happens. Set yourself tasks to complete that use the knowledge you have gained in lessons that day or that week. Make up your own questions, look on the internet for other activities or maybe work with a friend and find things for each of you to do. The important thing is to keep what you have learned fresh in your mind.

The most important thing to remember is that help is always available. There is nothing you can’t do, yet. It is amazing what can be achieved with a little help and some solid work.

Stephen Gillespie - Middle Years teacher.