

LOWER SCHOOL ASSESSMENT POLICY



This Lower School Assessment Policy is intended to ensure that:

1. Our course assessment guidelines conform to the School Curriculum and Standards Authority (SCSA) requirements.
2. Teachers are aware of their responsibilities and appropriate courses of action.
3. Students are aware of their responsibilities and appropriate courses of action and are treated justly in the process of assessment.

TEACHER RESPONSIBILITIES & STUDENT ENTITLEMENTS

Students can expect:

1. To receive an assessment program for each subject which describes the assessment items and the weightings of those items in the calculation of the overall grade.
2. To be notified of any changes in the assessment program.
3. In normal circumstances work submitted for marking on the due date will be marked and returned in a timely manner.
4. To negotiate the due date for any assessment task with the teacher and the class, recognising constraints such as:
 - i) unforeseen circumstances
 - ii) the amount of time given in class to complete the task
 - iii) students' total workload.
5. To develop an understanding of the Moderation process and how that could impact on Raw Marks.
6. A record of assessable work to be kept by the teacher, for the entire academic year. This may be required for moderation purposes.

STUDENT RESPONSIBILITIES

Common Assessment Tasks and Examinations

a) Course Completion

SCSA (School Curriculum & Standards Authority) regulations require that students must complete ALL assessments in their course. Failure to do this will have a major impact on the student's grade.

b) Submission of Work

In normal circumstances an assessment task must be submitted by the due time and date. If a student does not attend school on the due date, the assessment task is to be submitted in person to the teacher on the first day the student attends school following the due date.

c) Conditions of Acceptance of Late Work

Late work will only be accepted without penalty if the student has been affected by illness (preferably supported by a medical certificate) or a recent traumatic event which can be substantiated. If a medical certificate is not submitted, parents/guardians are required to discuss the child's absence with the Head of Department.

Late work without a legitimate reason will be accepted with penalty under the following conditions:

- i) One day late, 20% penalty.
- ii) Two days late, 40% penalty.
- iii) More than two days late, a mark of zero will be awarded.
- iv) Completion of Group Assessment Tasks (e.g. Drama performances)

- a. If a student does not attend school on the date set for a group task, evidence to support a legitimate reason for this absence must be supplied.
- b. If there is no legitimate reason for the absence late penalties will apply.
- c. Other group members will not be penalised.

***** The student must take responsibility for submitting late work directly to the teacher.**

d) Extension of a Due Date

If a student believes that exceptional circumstances have prevented the completion of the task they should approach the teacher concerned. In cases where class time was given to complete an assessment task and the teacher's observation indicates that the time was managed ineffectively by the students the teacher will NOT allow any extension of time. All variations to the assessment schedule must be authorised by the HOLA and then flagged in Reporting to Parents (RTP) in the Assessment Outline.

e) Additional Opportunity to Complete a Task

In accordance with the SCSA guidelines students may be provided with an additional opportunity to complete a task if:-

- The teacher agrees that it is feasible
- The student has attempted other assessment tasks but requires an additional opportunity to demonstrate achievement of an outcome.

f) Cheating in Assessments

If cheating, plagiarism or unauthorised collusion are established the student/s will be penalized. Since the nature of the infringement may vary a great deal, the penalty may vary from some marks subtracted to a zero mark.

g) Injured/Disabled Students

When injuries are only temporary, teachers should encourage participation through observation and negotiate either an alternative form of assessment or leave the assessment to a later date. Students who have permanent disabilities should be accommodated by alternative procedures but within the constraints and spirit of the SCSA Assessment structures. Where this is not possible, student may need to be counselled into a more suitable course.

To return, press ABRIDGED ASSESSMENT POLICY.