

LOWER SCHOOL ASSESSMENT POLICY



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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. (Available on Compass under Class Resources).
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. In exceptional circumstances, and in discussion between the teacher and HOLA, constraints will be considered when due dates are set including:
 - i) unforeseen circumstances
 - ii) the amount of time given in class to complete the task
 - iii) students' total workload
 - iv) student involvement in an approved educational activity that falls on the due date of the assessment e.g. school representation.
5. To develop an understanding of the Moderation process and how that can impact 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 may 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. Alternatively, some assessments may be emailed through to the teacher to meet the due date.

c) Conditions of Acceptance of Late Work

Late work will only be accepted *without* penalty if the student has an approved absence from the Principal, 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.



Where work is submitted after the due date, and an extension has not been granted, a daily reduction of 10% of the student's marks allocated to that task will be made for each of the first five days, including the weekend, that the assessment is late. 3.30pm will be taken as the end of each school day. After this time, work can only be accepted for assessment until 7 days prior to the school's reporting date for the current unit and will be worth a maximum of 50% of the original marks.

Completion of Group Assessment Tasks e.g. Drama performances, attract further conditions:

- i If a student does not attend school on the date set for a group task, this needs to be an approved/explained absence. If the absence is not approved the late penalties will apply. Evidence to support a legitimate reason for this absence must be supplied.
- ii If there is no legitimate reason for the absence late penalties will apply.
- iii 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

A student may apply to the class teacher for an extension to the due date for an assignment, prior to the due date (not on the day of the due date). An extension may be approved at the discretion of a teacher in cases of illness or significant personal problems. For assessments conducted over more than one lesson, consideration on amount of work completed when in class and the amount of assessment class time missed will determine if there is an extension or penalty related to absence that is sanctioned by the school.

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 (e.g. unauthorised family holidays are not an acceptable reason unless the teacher is pre-notified and alternative arrangements are negotiated).
- 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 penalised. Since the nature of the infringement may vary a great deal, the penalty may vary from some marks subtracted to a zero mark. This will be determined in consultation with HOLA/Deputy Principal.

g) Injured/Disabled Students

Where a student presents to school with an injury, teachers should encourage participation through observation and negotiate either an alternative form of assessment or leave the assessment to a later date. Guidance from a medical practitioner should be provided by the parent/carers (teachers can ask for this) and this advice should be taken into consideration.

Under the SCSA principles, assessment should be fair and equitable with regards to disability. Adjustments may need to be made to allow fair and equitable assessment of a student with a disability.