

UPPER SCHOOL ASSESSMENT POLICY



The following policy has been developed so that students, parents and staff are aware of their rights and responsibilities in the assessment process. This policy applies to students studying subjects in Years 11-12.

Overview

Assessment assists students, teachers and schools in:

- monitoring the progress of students.
- adjusting programs so that all students have the opportunity to achieve the intended outcomes.
- developing subsequent learning programs.
- reporting student achievement to parents.
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures will therefore be fair, valid, comprehensive, explicit, and supportive of learning.

1. Assessment Guidelines

- ATAR, General, VET course assessment guidelines are set by the relevant Authority.
- A course outline (including deadlines) and scheme of assessment will be provided to students at the commencement of the learning program.
- Due dates, which are in the course outline, must be adhered to.
- Where adjustments are made to the assessment schedule, it should be done so in close consultation with all students and clearly publicised.

(a) Assessment Scheduling

- (i) If a student has more than two timed tests scheduled on a day, students **may** negotiate to reschedule the assessments. Notice must be provided a minimum of 5 school days prior with their teacher/s of any assessment conflicts.
- (ii) If a student is unable to complete an assessment at the scheduled time due to a school sanctioned event, they must advise their teacher at least 5 school days prior to the assessment. Rescheduling of the assessment/examination will occur in negotiation with the teacher and occur as close to the scheduled assessment date that is reasonable and practicable to reduce the opportunity for collusion.

(b) Special Examination / Assessment Conditions

Students with Special Examination / Assessment conditions are to sit examinations and / or assessments on the same day, at the same time as the rest of the cohort where practical and where no opportunity for collusion can occur. This may mean the student is isolated from the cohort.

2. Student Responsibilities

In order to receive a grade for the course a student must:

- **make a genuine attempt to complete all assessment tasks as described in the course outline.**
- complete each assessment type, as per Authority requirements.

It is the student's responsibility to:

- adhere to the **highest standards of academic integrity.**
- maintain a folio of evidence for each course studied and to make it available whenever it is required.
- initiate contact with teachers concerning absence from class, missed assessments and other issues pertaining to assessment.
- complete the school's *Sickness and Misadventure Form* for each missed assessment item, **within 5 school days** of the missed assessment date.

3. Staff Responsibilities

It is the responsibility of the staff to:

- manage the assessment schedule.
- develop a teaching/learning program that adheres to current SCSA guidelines.

- ensure compliance with the school's *Curriculum, Assessment and Reporting Policy*.
- provide students with a course outline and scheme of assessment at the commencement of the course.
- ensure that assessments are fair, valid, comprehensive, explicit and supportive of learning.
- ensure that assessments are reliable, able to differentiate performance, and are relevant to the current learning program, assisting students to meet the overall aims of the subject or course.
- provide detailed marking keys / assessment rubrics to provide feedback on student performance and clarity about how marks were awarded.
- maintain accurate records of student achievement.
- meet school and external timeframes for assessment and reporting.
- inform students and parents of academic progress as appropriate.

4. Examinations and Set Assessment Times

(a) Regulations

- When attending examinations and assessments, students must adhere to the regulations that apply to that context.
- Regulations will be issued with the examination timetable or course information.
- Contravention will result in an appropriate penalty.

(b) Attendance

- Students must attend scheduled examinations and assessments. Any absence from an assessment will require completion of a *Sickness and Misadventure* form to be considered for an exemption to penalties. This needs to be returned to the Deputy of Senior School within 5 days of the missed assessment. In exceptional circumstances, special alternative arrangements may be made through the Deputy Principal.
- Participating in family holidays or misreading the examination timetable, for instance, will not be accepted as an exceptional circumstance.
- See **Section 5** for procedures and penalties.

5. Absence from Assessment Tasks, Examinations, Tests, Class/Missed Work

General Statement of Intent

If a student is absent from class, their ability to achieve to their potential is diminished. Extended periods of absence may result in lower levels of achievement, student not fulfilling the requirements of a subject and thus the process as outlined in this section will be followed.

(a) Absence from Scheduled Assessment Task

Absence from each scheduled assessment task must be explained by the following:

- initial advice from a parent by telephone, email, or letter, prior to or on return of the student to school,
- completion of the school's *Sickness and Misadventure Form* **within 5 school days**. If sick, a medical certificate covering that date, needs to be attached. The medical certificate must be sought within 2 days of the missed assessment or by return to school. The medical certificate cannot be signed by a family member. Medical certificates can be obtained from pharmacists.

(b) Absence from a Practical Assessment

If a student is absent from all or part of a practical assessment, the Learning Area must be notified prior to the commencement of the assessment, as early as reasonably possible, and a *Sickness and Misadventure* form must be completed. Depending on various factors of the practical assessment including, but not limited to: type of practical assessment; length of preparation time; number of other students involved; ease of rearrangement, etc. a decision of how to accommodate the student's mark and assessment requirements, will be made by the panel in conjunction with the HoLA.

(c) Absence for School Sanctioned Events

If a student will miss a timed assessment because they are attending a **school-sanctioned event**, and after consultation/negotiation with the class teacher, is unable to reschedule the assessment to a reasonable and practicable time, they can apply by written request to the Deputy Principal -Senior Years for exemption from the assessment, **5 school days prior** to the assessment. It is the student's responsibility to inform the teacher of an authorized event/excursion, and the school will confirm this.

If the absence is approved, this may enable the student to complete a similar task, or to be exempt. If they are exempted, the student will receive an **x** but may still be able to sit the assessment for learning and feedback purposes.

(d) Prolonged Absence

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program. This may mean enrolling the student with the School Hospital Services.

(e) Absence for Non School-Sanctioned Events

Non-school-sanctioned absences such as family holidays or misreading an assessment timetable, for instance, will not be accepted as an exceptional circumstance or an approved absence.

In cases where the school determines there is no satisfactory explanation for an absence from an assessment task, the student will be awarded **zero** for that task. Students can complete a missed assessment for feedback but no mark will be awarded.

(f) Assessment of students who do not complete the Assessment Program

If a student does not fulfil SCSA assessment requirements and the reason is accepted by the school, an alternative assessment will be provided. The mark will replace an exemption, and this will enable the teacher to have sufficient evidence to rank and grade the student.

If the student does not sit the alternative assessment, then the exemption will be replaced by a zero.

If the reason for non-completion is not accepted by the school, the student will receive a zero for the assessment and be graded accordingly.

If a student misses an ATAR examination, and it is deemed reasonable by the school (following the Sickness and Misadventure process), a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

If a student misses a timed assessment and it is deemed reasonable by the school (following the Sickness and Misadventure process), a predicted score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in that assessment.

If a student misses a VET competency they will be required to complete the competency at a later date.

6. Non-Submission or Late Submission of Assignment Tasks

(a) General Statement of Intent

It is a student's responsibility to submit assessed work on time. If the lateness is due to Sickness or Misadventure, refer to Section 5 of this policy. Parents/guardians will be notified in cases where concern for a student's progress is evident.

(b) Extensions

A student may apply to the class teacher for an extension to the due date for an assignment, prior to 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.

(c) Late submission

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, submitted work will be worth a maximum of 50% of the original marks.

Students who have not submitted work after five days will progress to loss of Good Standing - Stage 1, involving the removal of privileges such as Home Study periods and participation in extracurricular activities. Additionally, students will be required to attend catch-up sessions during private study periods and/or break times until the assessment has been completed to a satisfactory standard and submitted.

7. Changing Courses or Subjects

(a) General Statement of Intent

It is strongly advised not to change course or subject after the first four weeks of commencing the unit or subject, as to do so would place the student at risk of not completing the requirements for the new course. No changes to a course can occur after the school deadline to meet Authority deadlines.

(b) Credit for previous work

Students cannot generally be given credit for work not completed in the subject. However, where possible:

- students will be given the opportunity to complete assessments missed and gain credit
- recognition of comparable achievement will be given and gain credit.
- Recognition of prior learning will be considered for VET courses.

(c) Changing Schools

Where a student changes school during a school year, credit for completion of work in the same subject will be given upon the student and/or previous school supplying evidence (also see (b) above)

8. Cheating, Collusion and Plagiarism

Cheating, collusion and plagiarism is both an academic and behavioural concern.

- Students, who in the opinion of the school, have been shown to have cheated in examinations or assessed work, will not have that work accepted as valid evidence of their achievement and will receive a **penalty** for that assessment.
- Cheating includes the use of any unauthorised resource during an assessment. This includes access to phones and watches.
- Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. This can be from the internet sites and any other resource. That is, work is essentially copied.
- Collusion is when a student allows someone else to assist in producing any assessment task. Any changes, additions, deletions and or corrections must be the student's own work.
- If work that is not the original product of that student is submitted for assessment, it will be deemed **not** to have been completed, and may not be resubmitted for assessment.
- Penalties for cheating, collusion and plagiarism will apply to **all** students involved.
 - Instances of cheating, collusion and plagiarism will be investigated by the HOLA and/or Deputy Principal – Senior School.
 - The penalty will be determined by the school, by the Deputy Principal - Senior School, based on the circumstances. Correspondence will be sent home to inform parents of the penalty. Penalties may include reduction of marks, a score of zero, suspension, ineligibility for awards or a combination of these.

9. Students with Cultural and/or Special Needs

- The school will ensure that students with cultural and/or special needs are catered for in an appropriate way and in accordance with school and SCSA guidelines.
- Students should advise the school as soon as possible of any special needs so that adequate time is given to organise special arrangements such as increased examination time, use of a computer or special rooms.

10. Retention and Disposal of Student Work

Students in the Senior Years must keep all marked, returned assessment tasks for review until the grades have been approved by the Authority, at the conclusion of student appeals at the **end of March in the following year**. All assessment material may be required by the teacher when assigning grades at the completion of the pair of units. SCSA may also request access to the assessment works for moderation purposes.

For practical assessments proof of achievement is required. For example a photo or recording.

Please note, if work is not available, grades cannot be validated and approved by SCSA in case of an audit.

11. Procedures for Catastrophic Events

If the assessment of individual students or groups of students is affected by a catastrophic event (e.g. if a number of staff and/or students are absent from school for an extended period) the school will follow the absence procedures as described in Section 5 and guidance from SCSA.

12. Reporting

- Students will be kept informed of their progress throughout their study of a course through teacher contact and using online data.
- Teachers will assess completed tasks and relay assessment information to the student within 10 working days.
- Parents will be informed about a student's progress regularly and have online access to student data.
- Both students and parents/guardians will be informed when it is identified that there is a risk of the student not completing the subject or at risk of failure, and the potential implications for not completing WACE requirements.

13. School Awards

To be eligible for the Course Award (top student), the relevant semester examination must be completed. General Course and VET awards will be based on high achievement, completion of assessment program and demonstrating the school values of Respect, Responsibility and Resilience.

14. Student Appeals Against School Assessment Decisions

Students may appeal against their school assessments decisions to determine whether:

- the assessment program conforms with Authority requirements.
- the assessment procedures conform with the assessment policy based on SCSA guidelines.
- there are any procedural or computational errors in determining the assessment.

Student appeals against assessment decisions will normally be directed to the Head of Learning Area, followed by the Deputy Principal- Senior Years.

In the case of appeals to SCSA, the school is required to provide the following information to the Appeals Panel:

- a copy of the school's assessment policy.

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