

## Assessment Policy – Years 7 – 9

Assessment is important because it

- explains your progress to your parents and
- helps teachers to identify where you are having difficulties and develop programs to help you achieve.

### 1. What do I have to do? Under this policy, YOU have the responsibility to,

- complete all assessment tasks in each subject by the due date;
- maintain a good record of attendance so that your assessments can be completed on time; and
- discuss any assessment issues with your teachers.

### 2. How do I get my grades

All the assessments you complete in the assessment program contribute to the grade (A-E) you receive for each subject.

Completing the assessment program means that you,

- submit all out-of-class assessment tasks for marking on the due date, and
- make a valid attempt in all in-class assessment tasks on the scheduled date.

### 3. What do my teachers do to help me get my grades?

In every subject some assessments are completed in-class and others are completed out-of-class. Each assessment task is evidence of your achievement. Your teachers create a teaching/learning program that fits DoE and SCSA guidelines.

- They will provide you with a course overview and assessment guidelines.
- They will make sure that the assessments are fair, valid and reliable.
- They will keep accurate records of your achievement and assessment and inform your parents of your progress in a timely manner (within 2 weeks of an assessment being submitted).
- They will keep the teaching/learning programs and assessment details up to date on RTP and Connect.

At the start of every semester, your teacher will provide you with a printed teaching/learning and assessment outline that explains what you will learn, when it will be taught, how long will be spent on each topic and when each assessment is due. You will also have a description of each assessment task (RUBRIC) that explains the type of assessment it is and which outcomes/content it assesses. You will also be shown how much each assessment is worth in the overall results for the semester.

### 4. What happens if I am late with my work

**Teachers expect that you will complete and submit all assessment tasks at or before the due time and date. If you miss a deadline you should discuss the reason with your teacher.**

These are the acceptable reasons why you may not be able to complete or submit an assessment task on time: If you

- are sick or injured at the time of the assessment,
- have a disability or specified learning disability,
- have authorised cultural beliefs that prevent your completing the task on a specified date, or
- have significant personal circumstances that the school needs to consider.

If you are late with your work or you cannot complete an in-class assessment for any of these reasons your parent/guardian must contact the school before the end of Period 1 on the day **and** provide a medical certificate or a letter of explanation as soon as possible.

If the reasons given are accepted, the teacher may give you a short extension (generally within 2 days of your return to school) so the task can be completed or teachers may provide an alternative task. Your parents will be informed. Teachers may award some marks for work completed if the task has been attempted. You may be allowed to complete the assessment task if the teacher agrees and you have attempted other tasks.

### 5. What happens if the reason is not acceptable?

In exceptional circumstances, the teachers may let you complete the task or an alternative within 5 days.

- the parent/guardian may ask the school for an Individual Education Plan to adjust the assessment outline to assist you to catch up on assessment tasks, or
- the teacher may estimate your mark for the assessment on the basis of your marks in similar tasks.

If the reasons are not accepted, the teacher will send a letter home to your parents. The Year Co-ordinator will also be advised.

**When you do not provide a reason OR submit an assessment task late, the penalty will be a reduction of semester marks and a lower grade and parents/guardians will be advised of the consequences.**

**Events that can be rescheduled are not a valid reason for not completing or not submitting an assessment task**  
**Family holidays during the term are not a valid reason for not completing or not submitting an assessment task.**

#### **6. What happens if I change subjects or if I come from another school?**

If you change subjects during the term, you might receive a lower grade than other students in the class. Teachers may be able to transfer marks between subjects but you might have to complete some additional assessment tasks. You will need to bring a note signed by your parents to be able to change subjects and you will need to discuss this with the Deputy Principal.

The deadlines for subject changes are:

- Friday of Week 2 of Term 1 for all Semester 1 subjects
- Friday of Week 10 of Term 2 for all Semester 2 subjects.

If you come from another school you should bring your reports and/or workbooks or assessments to show your teachers. The Head of Learning Area will decide which marks from assessment tasks at the previous school can be used for your grade at Southern River College. They may also decide that you need to do some additional assessment tasks to achieve a grade.

#### **7. What happens if I cheat or copy someone else's work?**

You must not cheat or submit anyone else's work instead of yours. This includes any work that is copied from your friends or a published book or online.

Cheating or copying will be referred to the Head of Learning Area and Deputy Principal. If it is demonstrated beyond reasonable doubt that you have cheated or copied from someone or somewhere else, your parents/guardians will be informed and you will be given zero for the whole or part of the assessment task will be applied. You have the right of reply. **If you let others copy from you, you will both have your marks cancelled.**

Sometimes more than one class does the same assessment task. You must not discuss the assessment with other students until all classes have completed the task. Discussion of the questions will be treated as **cheating** and you will be penalised. If Southern River College uses the same assessment task or exam as other schools, the task and your responses will be retained by the teacher until the task has been completed by all school/s.

#### **8. How is my report made up?**

You will be informed of your progress throughout the course from your assessment and test results. You will be informed if you are not completing the course and/or not achieving your potential.

Southern River College will give you a report on your achievement at the end of Semester 1 and Semester 2. The report will show:

- a grade for the subject and a mark (including the Semester exam, if you have had one)
- a comment by the teacher for each course unit or subject

All grades are reported to the School Curriculum and Standards Authority for approval at the end of the year.

#### **9. What happens if I am not happy with my mark or grade?**

If you are not happy about the marking of an assessment task or the grade you should discuss the issue with your teacher. You or your parent/guardian can also talk to the Head of Learning Area.

You can write a request for a formal assessment review if you think that :

- the assessment procedures used in the class do not conform with this assessment policy, or
- the mark and/or grade have not been calculated correctly.

The Principal will appoint a representative to conduct the review. If the reviewer upholds a student appeal, Southern River College will make any required adjustments to the marks and/or grades and re-issue reports as necessary. Parent/guardians will be informed at the time.

#### **10. What else can I do if I am not happy?**

You should consult with the Principal if you have any concerns with this Assessment Policy.