

## Assessment Policy - Years 10 – 12

The following guidelines help you, your parents and your teachers understand your rights and responsibilities in the assessment process. Please note: there are particular assessment requirements for students enrolled in Schools Curriculum Standards Authority (SCSA) subjects.

**1. Overview** - Assessment procedures should be fair, valid and reliable. Assessment assists in:

- monitoring your progress and diagnosing learning difficulties
- adjusting programs to ensure you have the opportunity to achieve the outcomes
- reporting your achievement to parents
- whole-school and system planning, reporting and accountability procedures

**2. Assessment Guidelines** - Year 11 and 12 student assessment guidelines are set by SCSA.

Adherence to these guidelines is mandatory. A Subject and Assessment will be provided to you at the beginning of the learning program and available electronically. Assessment procedures will be standardised across curriculum areas to ensure they are as fair, valid and reliable as possible. No assessments will be due or be given in the week prior to the examinations.

**3. Student Responsibilities** - It is the student's responsibility to:

- complete the prescribed work requirements in each subject by the due date
- complete all assessment tasks described in the Subject Outline
- maintain a good record of attendance, conduct and progress

**4. Absence from Class/Missed Work**

**(a) General** - a student absent from class for five periods/days or more per term is deemed to be at risk. A staff member will contact Parents/caregivers concerning student absence from class, missed assessments, extension requests and other issues pertaining to assessment.

**(b) Specially scheduled assessment tasks** - Absence from a specially scheduled assessment task (including tests and examinations) **must be explained by a medical certificate to the school and the teacher concerned.** The student will then complete the assessment task or similar. Where possible, advance notice is required. Where there is no satisfactory explanation of an absence, or alternative arrangements cannot be made, the student will not have completed the subject and may be awarded a zero. The student and parent/guardian will be informed and the school will use its discretion in determining the appropriate strategy to address the issue.

**(c) Prolonged Absence** - Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to support the student's learning program. **NB A family holiday is not considered a reasonable explanation for absences.**

**5. Late Work**

**(a) General** – The teachers will manage the assessment schedule but it is the student's responsibility to submit work on time. Parents/guardians will be notified immediately, by the class teacher where concern for a student's progress emerges. Where adjustments are made to the assessment schedule, it will be done in consultation with you and clearly publicized so you are aware of the change

**(b) Extensions** - A student may apply to the class teacher for an extension at least two days prior to the due date and must submit a Request for Extension form signed by a parent/guardian but it will always be at the discretion of a teacher as to whether an extension is approved. If a student does not apply for or receive an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

**6. WACE Courses - Delayed Assessment (without satisfactory explanation)**

1. A **Letter of Concern** will be sent, or a phone call made, to parents/care givers to alert them to non-submission of an assessment and that no satisfactory explanation has been provided.
2. Where a penalty has to be applied it will be at the rate of 5% of the mark per day late, including up to 25% for five days. The weekend will count as 2 days.
3. Six days late without an explanation, which meets policy guidelines, will attract a 100% penalty. The assessment will still need to be submitted in order to meet all subject requirements.

**7. Cheating, Collusion and Plagiarism in Assessment other than Examinations**

If you can be shown to have cheated in assessments **will not** receive an assessment for that task.

**Collusion is where you submit work that is not your own for assessment.**

**Plagiarism is when you use someone else's words or ideas without acknowledging that you have done so. That is, a work is essentially copied.** SRC Referencing guides must be used to avoid plagiarism. If you submit work that is not your original product

for assessment, it will be deemed not to be completed.

## 8. Authenticity

A student's work is demonstrated through the drafting process and by the student signing a statement of authenticity on each Task criteria sheet.

1. **Evidence** - You are required to not only demonstrate the task outcomes but be able to provide the evidence to support the demonstration.
2. **Drafting Policy** - You are expected to take notes, make plans, prepare drafts, edit and revise work before submitting the final copy. If you are working on a computer must print off enough drafts to show that the work is original. **Work will not be accepted on a thumb drive or on disc, except in cases outlined by specific learning areas.**
3. **Moderation and Comparability** - In the case of ATAR Courses and General Courses, Grade Descriptors (GDs) describe the range of performances and achievement characteristics of grades A, B, C, D and E. Grade descriptors are located at the SCSA website.

## 9. Examinations/Tests

**(a) Regulations** - When attending examinations or significant tests as part of the assessment schedule, you must adhere to the regulations that pertain to that examination or test. Regulations will be issued with the examination/test timetable. Infringement will result in an appropriate penalty.

**(b) Attendance** - You must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be made through the Deputy Principal. **Participating in family holidays will not be accepted as an exceptional circumstance.**

### (c) Breach of Examination Rules

**(i) Collusion between candidates:** - Cancellation of the subject paper of each person involved and an inspection of any prior papers in any common examination or test.

**(ii) Possession of unauthorised materials in the examination or test room:** - Cancellation of all or part of a candidate's paper.

**(iii) Markings on authorised materials in the examination room:** - Cancellation of whole or part of a candidate's paper.

## 10. Reporting

You will be kept informed of your progress throughout your enrolment in a subject. You and your parents/guardians will be informed when it is identified that there is a risk of the student not achieving your potential and/or not completing the subject and/or being awarded a grade of D or E.

Final grades for all subjects are submitted to SCSA.

## 11. Appeals

**In all cases you and your parents are encouraged to refer queries and concerns to your teacher, first.** The teacher will give additional feedback and explanation of the marking process. Where a satisfactory resolution is not achieved, concerns regarding assessments will be directed to the **Head of Learning Areas. If this is the case an appointment should be made.**

## 12. Students with Special Needs

The school will ensure that students with special needs are catered for in appropriate ways and in accordance with SCSA guidelines. If you are concerned about your eligibility for consideration **MUST** contact the Deputy Principal for Curriculum, Teaching and Learning.

## 13. Changing Subjects

Generally, you cannot be given credit for work not completed in the new subject. However, where possible:

- you will be given the opportunity to complete assessments missed and gain credit
  - recognition of comparable achievement will be given and gain credit
- (a) All subject changes depend on the school's ability to accommodate it and must have parent support.
- (b) If you change school during a school year, credit for work completed in the same subject will be given when you and/or previous school supplies appropriate evidence.