Southern River College
Assessment Policy 2026 - Years 7 – 10

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) courses.

1. **Overview – Assessment procedures should be fair, valid and reliable. Assessment assists in:**
    a. Monitoring your progress and diagnosing learning difficulties
    b. Adjusting programs to ensure you have the opportunity to achieve the outcomes
    c. Reporting your achievement to parents & guardians
    d. Whole-college system planning, reporting, and accountability procedures
2. **Assessment guidelines – student assessment guidelines are set by SCSA. The following requirements must be met:**
    a. A course and assessment outline will be provided to you at the beginning of the learning program and will also be provided electronically
    b. Assessment procedures will be standardised across curriculum areas to ensure they are fair, valid, and reliable.
3. **Student responsibilities – It is the student's responsibility to:**
    a. Complete the prescribed work requirements in each course by the due date
    b. Complete all assessment tasks described in the course and assessment outline
    c. Maintain a good record of attendance, conduct, and progress
4. **Absence from class & missed work**
    a. A student who is absent for 5 or more lessons per term is considered at risk. A staff member will contact parents/guardians regarding the students' absences, missed assessments, and any required extensions.
    b. Specially scheduled assessment tasks – Absence from a specially scheduled assessment task (including tests, externally set tasks and examinations) must have a reasonable explanation, that may include a medical certificate, to the college 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 absence or alternative arrangements cannot be made, the student will not have completed the assessment and a score of zero may be awarded. The student and the parent/guardian will be informed, and the college will use its discretion in determining the appropriate strategy to address the issue.
    c. Prolonged absence – Where a student is unable to attend the college for an extended period due to injury or illness, the college will endeavour to support the student's learning program. A family holiday is not considered a reasonable explanation of absence.
    d. Assessment Resubmission – In conjunction with the Head of Learning Area the teacher will determine the suitability of providing an opportunity for students to resubmit assessments or sit an alternative assessment. This clause is permissible in so much that it does not disadvantage those students who have been able to meet assessment deadlines for individual courses.
5. **Late Work**
    a. Teachers will manage the assessment schedule for their courses, but it is the students responsibility to submit work on time.
    b. Parents/guardians will be notified immediately by the classroom teacher where a concern for a students progress emerges. Where adjustments are made to the assessment schedule, it

will be done in consultation with you and clearly publicised so that you are aware of the change.

c. Extensions – A student may apply to their classroom teacher for an extension of at least two days prior to the due date. The granting of an extension will be at the discretion of the classroom teacher. If a student does not apply for or receive an extension, then the same consequences will apply for missed work when there is no explanation of an absence.

6. **Delayed assessment (without satisfactory explanation)**
   a. A letter of concern will be sent via Compass, or a phone call made to parents/guardians to alert them to the non-submission of an assessment and that no satisfactory explanation has been provided
   b. As per the assessment resubmission clause in a general course the Head of Learning Area and classroom will determine where it is appropriate for students to sit an alternate assessment or resubmit their assessment.
7. **Cheating and Collusion in assessments other than examinations**
   a. If you can be shown to have cheated, you will not receive an assessment score for that particular assessment or the section of the assessment where it has been proven that cheating occurred.
   b. Collusion is where work is submitted for an assessment that is not your own will result in a score of zero being awarded
8. **Plagiarism and Authenticity**
   a. Plagiarism is where you have used someone else's words or ideas without appropriately acknowledging or referencing their work. That is you have copied someone else's work as your own. Assessments submitted containing work that is not your own will be deemed to be not completed and receive a mark of zero.
   b. A student's authentic work is demonstrated through the drafting and editing process
   c. Evidence – Students are required to demonstrate the task outcomes but to provide evidence supporting your work
   d. Drafting – Students are expected to be able to show notes, planning, drafts, edits, and revised work to support the authenticity of the final product submitted.
   e. Generative AI – The use of AI by students is permissible to the extent that AI is used and referenced appropriately by the student to assist in the planning for the completion of the final product. Where the use of AI is not acknowledged or referenced then the final product will be treated as having been plagiarised.
9. **Examinations and Tests**
   a. Regulations - When attending examinations or significant tests as part of the assessment outline you must adhere to the regulations published as apply to that assessment. Regulations will be published with your examination/test timetable. Failure to follow these regulations may result in part of your assessment score being cancelled
   b. Attendance – You must attend scheduled examinations and tests. In exceptional circumstances alternative arrangements may be made through application to the Deputy Principal. Attendance at a family holiday will not be accepted as meeting the exceptional circumstance criteria.
   c. Collusion between students – Cancellation of the exam paper for each person involved and a review of previous assessments to ascertain any prior collusion.
   d. Possession of unauthorised materials in the examination/test room – May result in the cancellation of all or part of a student's assessment.
   e. Markings on authorised materials in the examination room – May result in the cancellation of all or part of a student's assessment.

10. Reporting

a. You will be kept informed of your progress throughout your enrolment in a course of study.
b. Your parent/guardian will be informed via a Letter of Concern or phone call when it is identified that there is a risk of the student, not achieving their potential and/or not completing the course and/or being awarded a grade of D or E.
c. Final grades for all courses are submitted to SCSA.

11. Appeals

a. In all cases the student and the parent/guardian are encouraged to refer all queries and concerns to the relevant teacher in the first instance. The teacher will provide additional feedback and explanation of the assessment outcome and marking process. Where a satisfactory outcome is not achieved, concerns regarding assessments should be directed to the Head of Learning Area.

12. Students with special needs

a. The College 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, then parents/guardians must contact the Deputy Principal for additional information.

13. Changing courses

a. Generally, you cannot be given credit for work not completed in the new course. However, where possible you will be given the opportunity to complete missed assessments and gain credit
b. Where possible recognition of comparable achievement will be given
c. All course changes depend on the college's ability to accommodate the change, and it must have parent/guardian support
d. If you change school during the year, credit for work completed in the same course will be given when you and/or your previous school supplies the appropriate evidence to the college