

## ASSESSMENT GUIDELINES

### 1) Student Responsibilities

- Complete the prescribed work and assessment requirements in each subject by the due date
- Maintain a good record of attendance, behaviour and progress.
- Speak to the teacher concerning absence from class, missed periods, extension requests and other issues related to assessment. Use OTLS to access missed work and lost assessment tasks.
- Keep a folio of completed work for each subject and make it available whenever required.

### 2) Teacher Responsibilities

- Develop a suitable teaching/learning program approved by the Head of Learning Area for each class; place the program on OTLS
- Maintain accurate records of student achievement and assessment
- Meet College and external timeframes for assessment and reporting.
- Inform students and parents of academic progress/poor performance as appropriate.
- Mark and return work/assessments in a timely manner.

### 3) Parent Responsibilities

- Monitor your child's progress and make contact with the College/subject teachers as required.
- Monitor regular homework, including on-going revision.
- Attend parent information and report evenings.

## ABSENCE FROM CLASS/MISSED WORK

### 1) General

- If a student is absent from class, his/her ability to achieve his/her potential is diminished. Extended periods of absence usually result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject and thus fail to achieve a satisfactory grade. This in turn may lead to reviewing the student's promotion to the next year level if insufficient background for success has not been demonstrated through results in the current year.

### 2) Specially scheduled assessment tasks (including tests and practical assessments)

- Absence from a specially scheduled assessment must be satisfactorily explained by one of the following:
  - (a) Medical Certificate
  - (b) Letter from parent
  - (c) Approved College excursion/incursion

(a) and (b) must be presented immediately on return to the College to both the teacher and Student Services for attendance procedures.

- Where possible, satisfactory explanation of the absence will enable the student to complete that assessment task or a similar task to gain credit. Advance notification of absence should be provided where possible.
- Where there is **not a satisfactory explanation of an absence** from a scheduled assessment task, or alternative arrangements cannot be made, the student will be given a **mark of zero**.

### 3) Prolonged Absence

- Where a student is unable to attend school for a lengthy period due to illness or injury, the College will endeavour to provide support to the student's learning program. It is the responsibility of the student to maintain regular contact with the College throughout the absence to enable this to occur.

## LATE WORK

### 1) General

- A Subject Outline and Assessment Guideline for each subject will be available through OTLS at the beginning of each term or semester. Due dates will be clearly outlined and adhered to.
- It is a teacher's responsibility to manage the Assessment Outline
- It is the student's responsibility to submit work to be assessed on time.

### 2) Extensions

- Generally, it will not be possible for students to seek an extension of deadlines. In cases, where work is not submitted on time, teachers will make their judgements on the evidence available by the deadline.
- However, an extension may be negotiated at the discretion of the teacher in cases of illness or significant personal problems.

## FAILURE TO SUBMIT WORK

- A student who fails to submit work that is part of the assessment program generally cannot receive credit for that piece of work. If the reason for not submitting the work is unacceptable to the College (eg. absent on the due date of the assessment or on the day of the test, late submission of an extended assessment task) the student will be given a mark of **zero** for a test, or **10% deduction** of the total mark **for each day late**.
- Failure to submit work may also result in loss of privileges and lead to placement in supervised after school study classes.

## CHEATING, COLLUSION AND PLAGIARISM

- Students shown to have cheated in tests or examinations will receive **zero** for that assessment.
- Collusion is when a student submits work that is not their own for assessment; plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so (ie the work is essentially copied). If a student submits work for an assessment that is not their own original product, a mark of **zero** will be given.

## CONSEQUENCES OF NON-COMPLETION OR NON-SUBMISSION OF WORK

- If a student frequently receives low marks or zero, the final grade may be unsatisfactory (D or E grade). Final grades in all subjects will be reviewed and a student with too many D or E grades may be required to repeat that academic year to gain a satisfactory foundation on which to build the more advanced knowledge and skills of the senior years of schooling.

## EXAMINATIONS

Administration of Middle School Examinations will be based on Senior School Examination conditions, which in turn are based on WACE Examination conditions

### 1) Regulations

- When attending examinations, students must adhere to the regulations relating to that examination.
- Regulations will be issued with the examination timetable.
- Any violation of the examination room code of conduct will result in a penalty for the offending student(s).

### 2) Attendance

- Students must attend scheduled examinations.
- Absences from an examination must be substantiated by a **medical certificate**. Parents/guardians must notify the College prior to the exam by telephone or SMS.
- The College, through the Associate Principal, will advise of a suitable alternative arrangement, if applicable.
- Participating in family holidays will not be accepted as an exceptional circumstance for an alternative arrangement to be made; the student will receive a mark of **zero** for a missed examination.

## REPORTING

- Students will be kept informed of their progress throughout their enrolment in a subject.
- Teachers will assess completed tasks and relay assessment information to the student promptly.
- Parents/guardians will be informed about their child's progress through the College reporting schedule; parents may also receive more frequent progress reports by contacting the individual teacher(s) as required.
- Parents/guardians will be informed by the subject teacher when it is identified that there is a risk to their child of:
  - Not achieving to his/her potential
  - Not completing the course and/or
  - Failure