

## OVERVIEW

Assessment assists teachers and schools in:

- Monitoring the progress of students and identify learning difficulties;
- Adjusting programs to ensure all students have the opportunity to achieve the intended outcomes;
- Development of subsequent learning programs;
- Reporting student achievement to parents;
- Whole school and system planning, reporting and accountability procedures.
- Providing feedback to students.

## ASSESSMENT GUIDELINES

- Senior secondary school assessment has guidelines set by the School Curriculum & Standards Authority. Adherence to these parameters is mandatory.
- A Subject/Course Outline and Senior School Assessment Policy, clearly stating the consequences of missed or incomplete work, must be provided to students in writing at the commencement of the learning program.

## STUDENT RESPONSIBILITIES

- Complete the prescribed work requirements in each subject/course by the due date;
- Complete all assessment tasks described in the Assessment Guidelines;
- Maintain a good record of attendance, conduct and progress. A student who is absent for five periods/days or more per term is deemed to be at risk. The schools Good Standing Policy will be applied in this circumstance.
- Initiate contact with teachers concerning absence from class, missed periods, extension requests and other issues pertaining to assessment.
- Maintain a folio of evidence for each subject/course studied to make it available whenever required.

## TEACHER RESPONSIBILITIES

- Develop a teaching/learning program that adheres to current School Curriculum & Standards Authority guidelines and requirements;
- Provide students with a Subject/Course Outline and Assessment Outline at the commencement of the subject/course;
- Ensure that assessments are fair, valid and reliable;
- Maintain accurate records of student achievement and assessment;
- Meet school and external time frames for assessment and reporting;
- Inform students and parents of academic progress/poor performance as appropriate;
- Mark and return work/assessments in a timely manner.

## PARENT RESPONSIBILITIES

- Monitor progress and make contact with the school/subject teachers as required;
- Attend parent information and report evenings;
- Encourage and support their child to realise their potential.

## 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 will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject. This may have WACE implications.

### 2. Specially scheduled assessment tasks (including tests)

- Absence from a specially scheduled assessment must be satisfactorily explained by one of the following:
  - a) Medical Certificate
  - b) Letter from parent
  - c) Approved school excursion/incursion
- Where possible, satisfactory explanation of the absence will enable the student to complete that assessment task or a similar task to gain credit.
- Where possible, advance notification of absence is required.
- In cases where a student is unable to attend school to complete a specially scheduled assessment task, and where appropriate supervision can be provided and assured, the student may be given permission to complete that task at an alternative venue.
- In cases where there is **not a satisfactory explanation of an absence** from a specially scheduled assessment task, or alternative arrangements cannot be made, the student will be awarded a mark of zero.

### 3. Examinations

- WACE Examination conditions will apply in the administration of school examinations. Any violation of the examination room code of conduct will result in a penalty for the offending students.
- Absence from an examination must be substantiated by a medical certificate. Notification prior to the exam must be made by a parent/guardian by telephone or letter.
- The school, through the Associate Principal, will advise of a suitable alternative arrangement, if applicable.

### 4. Prolonged Absence

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

## CHANGING SUBJECTS

Generally, it is not possible to change after the first month, as to do so would place a student at risk of not completing requirements.

Students cannot 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 may be given to gain credit.
- All subject changes are subject to the ability of the school to provide for the change and must have the written support of parents
- Subject changes should be **completed** by the dates published in the School Calendar, except in exceptional circumstances.
- Where a student changes school during a school year, credit for the completion of work in the same subject will be given upon the student and/or previous school supplying appropriate evidence.

## LATE WORK

### 1. General

- A Subject/Course Outline and Assessment Guideline must be provided to every student in writing at the time they commence the course. Due dates are to be clearly outlined and adhered to. Where adjustments are made to the Assessment Outline, it should be done in close consultation with all students clearly publicised.
- It is a teacher's responsibility to manage the Assessment Outline
- It is a student's responsibility to submit assessed work on time.
- Parents/guardians will be notified in cases where concern for a student's progress emerges.

### 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.

- Extensions may be negotiated at the discretion of the teacher in cases of illness or significant personal problems.
- 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.

## FAILURE TO SUBMIT WORK

- A student who fails to submit a piece of 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 school (eg absent on the due date of the assignment or on the day of the test, late submission of an extended assessment task) the student will be awarded a mark of 0 for a test, or 10% deduction of the total mark **for each day late**, to a maximum of 5 days.
- Failure to submit work may also result in a loss of privileges and lead to placement in supervised after school study classes.

## CHEATING, COLLUSION AND PLAGIARISM

- Students shown to have cheated in assessed work or in examinations will not receive a mark or grade for that task.
- 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. That is, the work is essentially copied.
- If work that is not the original product of that student is submitted for assessment, it will be awarded a zero.
- At the teacher's discretion the student may be given the opportunity to submit a similar assessment.

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

- If a student consistently receives low marks or zero, the final grade of D or E may adversely affect WACE requirements.

## EXAMINATIONS

### 1. Regulations

- When attending examinations, student must adhere to the regulations that pertain to that examination.
- Regulations will be issued with the examination timetable.
- Infringement will result in an appropriate penalty.

### 2. Attendance

- Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements can be made through the Principal.
- Participating in family holidays will not be accepted as an exceptional circumstance.

### 3. Students with Special Needs

- The school will ensure that students with special needs are catered for in an appropriate way and in accordance with School Curriculum & Standards Authority (SCSA) guidelines.

## ADDITIONAL OPPORTUNITY TO COMPLETE A TASK

In accordance with School Curriculum & Standards Authority (SCSA) guidelines students may be provided with an additional opportunity to complete a task only if:

- The teacher agrees that it is feasible.
- The student has attempted other assessment tasks but requires an additional opportunity to demonstrate achievement of an outcome.
- And the school agrees that it is feasible and desirable to provide an additional opportunity. This will require that such an opportunity is negotiated and completed before the end of the academic year in which the Subject/Course was studied.

## 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 will be informed about a student's progress regularly.
- Both parents/guardians will be informed when it is identified that there is a risk of:
  - Not completing the course
  - Not achieving to their potential and/or
  - Failure