

Assessment Policy 7-9

What is assessment?

Assessments represent an integral part of the teaching and learning process and as such all assessments set, must be completed. Students will receive an Assessment and Curriculum Handbook containing Assessment Schedules, the Assessment Policy and student responsibilities.

Assessment is a process which is used to measure the achievement of students in attaining course outcomes. A range of formal and informal assessments will be used to determine satisfactory student progress.



Homework, informal tasks and class work not included in the formal assessment schedule are of significance as they:

- assist in skill and knowledge development.
- identify areas for extension or remediation for the teacher and student.
- provide opportunities for students to consolidate conceptual understanding.
- provide evidence of sustained and diligent effort
- may contribute to the student's overall grade

Why is there school assessment?

- It allows the student to be given credit for developing skills and knowledge over a period of time.
- It allows for evaluation of student achievement in those parts of courses, such as field and practical work, which are difficult to examine formally.
- It increases the accuracy of your final mark by using multiple assessment tasks, rather than a single examination to determine an appropriate result.

How will these assessments be made?

Some or all the following, may form the assessment program:

- Oral/aural tests
- Reports you can make
- Essays
- Assignments
- Research
- Submitted practical work
- Field work
- Lectures and oral presentations
- Practical performance
- By a series of formal examinations, also with advance notice.

Assessment Processes

The following practices will apply to assessment tasks.

1. Students will receive an Assessment Task notification at least 2 weeks prior to the submission date.

For each subject, students are to be provided with:

- clear indications of outcomes being assessed
- clear instructions to allow the assessment to be understood and completed
- marking guidelines/ criteria
- due date (task may be submitted prior to due date)
- final assessment mark and/or grade

Please note: If a student is absent when notifications are distributed, the teacher will issue this in the next lesson the student is present. The student may see the relevant teacher in the interim. Students will be aware of assessment dates from their Assessment booklet and calendar, as well as the Canvas calendar online.

Students will be required to sign a register to indicate their receipt of the assessment task notification.

2. Assessment requirements

- If a student does not complete or submit a task on the due date, their final assessment task may be reduced by 10% of the total possible mark for each calendar day the submission is delayed. This applies for up to 3 calendar days, after which a zero mark is awarded. Parents/carers will be contacted if their student fails to submit or complete assessment tasks.
- If a student has a valid reason for a late submission or absence from an assessment task then they
- must submit an Illness/Misadventure Application accompanied by a medical certificate **or** parent/carer explanation. This will be reviewed by the Head Teacher of that faculty for resolution.
- The forms must be presented to the class teacher or faculty head teacher on the following day of the student's return to school after the absence. This may also occur prior to the submission date if applicable. Documentation to support the request should be attached to the form. It should not be assumed that the request will be successful.

3. Assessments in which malpractice is an issue, will incur a penalty which may result in a zero mark, and a Letter of Concern. Malpractice includes plagiarism, using Artificial Intelligence, the copying of another student's work, having someone else significantly contribute to the task, falsifying any documentation, cheating in a test situation, not following published examination rules or being deemed to have gained an unfair advantage. This will apply to individual students or to two or more students if unethical practice between the students occurs. It is the responsibility of the student to provide evidence that acknowledges work is entirely their own as per NESA malpractice code 9023.

4. Students who are deemed to make a non-serious attempt at any assessment task will be awarded zero and will be required to re-submit/re-attempt the task. A non-serious attempt may include only completing one section of the task or not making a genuine attempt to complete all sections of an assessment task.

5. Students must protect themselves against technological failure. Technological failure may result in a mark of zero. Consideration may be given in relation to technological failures only in exceptional circumstances. In these cases, students must submit evidence of completed work. This may include:

- draft work
- work saved in an accessible location
- emailed submission

Students have access to Microsoft OneDrive (a cloud storage system) to ensure that work is automatically backed up.

6. Tasks requiring online submission must be submitted no later than 8.50am on the due date. Technological failure will not be considered a valid reason for non-submission of the task. It is the students responsibility to discuss with the Head Teacher prior to the submission deadline if there are difficulties in this regard. The assessment notification will contain guidelines for task completion and submission.

7. The following reasons are not considered sufficient to support an Illness/Misadventure:

- Forgetting a due date, misreading a timetable, or general lack of organisation
- Loss or misplacement of task
- Family holiday. Arrangements for leave from school must be made in advance by speaking with the Deputy Principal and front office staff
- Technology issues
- Out of school commitments such as non-school based sporting events, work commitments or cultural celebrations
- Non-receipt of task notification