



CURRICULUM, ASSESSMENT AND REPORTING POLICY

SENIOR SCHOOL ASSESSMENT POLICY

Overview

Assessments are carried out by the teachers, in accordance with guidelines laid out by the School Curriculum and Standards Authority.

Each learning area is responsible for developing specific policy for Assessment, Grading and Moderation. These policies may vary according to the specific nature and the requirements of each course.

Students are to be made aware of the School Curriculum and Standards Authority syllabus (with objectives or outcomes) and the assessment program (procedures for assessment and grading) for each course.

Students must be provided in advance with the following:

- The syllabus for the course/stage.
- A course unit outline that includes the following information:
 - The content.
 - The sequence in which the content will be taught.
 - The approximate time to teach each section of the unit (or pair of units).
- An assessment outline that includes the following information:
 - The assessment types.
 - The weighting for each assessment type.
 - The weighting for each assessment task.
 - A general description of each assessment task.
 - A general indication of the content covered by each assessment task.
 - An indication of the outcomes covered by each assessment task.
 - The approximate timing of each assessment task (ie the week in which each assessment task is planned or the due dates for significant stages of each extended task).

Teachers should schedule sufficient assessment tasks to enable them to provide a valid and fair assessment. Assessment instruments should measure students' achievement of knowledge and skills as defined and required by the syllabus. Construction of assessment instruments should involve a critical evaluation of the extent to which the choice of assessment items and conditions for completion is likely to privilege certain groups of students and exclude others by virtue of gender, socio-economic, cultural or linguistic background.

Assessment Program Conditions

The following conditions will apply to course assessment programs:

1. **Attendance** – There is a high correlation between good attendance and improved achievement. Even a small number of missed lessons may affect a student's ability to complete the assessment program for a course.
2. **Course completion** – Students must complete the course by completing all of the college's structured educational program and assessment program for the course. This means the student has to attempt every assessment task for a course, before a grade of A, B, C, D, or E can be given. The final date for submission of outstanding work will be:
 - Year 11 – by the completion of end of year exams.
 - Year 12 – by the end of Week 1, Term 4.
3. **Number of courses** – Students are expected to study six courses in both Years 11 and 12. Requests by Year 12 students to study five courses will be considered on a case-by-case basis.
4. **Assessments missed due to course transfer**—Students who have missed assessments because of transfer from one school to another or because of commencing a course late in the school year (in exceptional and justifiable circumstances as determined by the enrolling deputy principal), will be provided with an opportunity to demonstrate achievement of course outcomes or objectives. This must provide sufficient information for teachers to estimate the position in relation to other students at the time of assigning final grades and in the case of Year 12 ATAR courses, numerical school assessments. Such students will not be expected to complete all missed assessment tasks.



5. **Failure of Students to submit tasks** – Students will be provided with an opportunity to present evidence supporting their reason for failing to submit an assessment task. Each learning area will decide whether or not the reason is acceptable and apply an appropriate strategy depending on the nature of the course and the task.

Acceptable

The teacher, with help from HOLA/TIC (and the principal as necessary), will determine whether a student's reason for not meeting a due date is acceptable. This will ensure fairness to all concerned. The following will normally be considered as acceptable reasons:

- Sickness supported by parental note to the teacher on the day of return to school (a doctor's note may be required, especially where examinations are missed).
- Family emergency supported by parental note on the day of return to school.
- Bereavement.
- Other urgent personal reasons, notified to the college.

Where a reason is judged acceptable, the following procedures apply:

- Work submitted on the day of return, no penalty.
- Student prepared to sit assessment on day of return, no penalty.
- Extension negotiated with teacher.

The extent of any penalty will be a learning areas decision. For tests/examinations the maximum extension beyond due date will be one teaching week. Alternative tasks are not regarded as appropriate. Under exceptional circumstances the HOLA/TIC may decide to award a mark based on the student's previous performance.

Unacceptable

Where a student's reason for missing a due date is not acceptable or an extension is not granted, then a penalty will be imposed. The extent of any penalty is at the discretion of the learning area concerned.

Assignments, reports, essays – Students who are absent when work is due should submit the required work on their return to school along with the appropriate documentation. Only in acceptable and justifiable circumstances will work submitted late for assessment be assessed.

Tests – Students who are absent for tests should report to the teacher as soon as possible after returning to school with acceptable documentary evidence. At the discretion of the teacher/HOLA, and in line with college policy, it may be possible for the student to sit for a similar test at a later date. Depending on the circumstances a penalty may be imposed.

Examinations – Students will not receive marks for an examination that has been missed, except where:

- The student has been ill and can produce an appropriate medical certificate.
- Where a close family bereavement has occurred.
- Some other emergency situation.

All instances need to be substantiated and approved by the deputy principal or head of learning area.

The onus of proof that the reason for absence is legitimate lies with the student.

Unacceptable reasons for absence or late submission of work includes the following:

- Unauthorised or unsubstantiated absence.
- Absence due to appointments which could be held at other times.
- Extended holidays.
- Trivial reasons.

Parents who choose to take students from school during tests, examinations or when assignments are due, must accept the consequences of doing so.

A student under suspension must take responsibility for his/her learning and assessment during the period. Whilst assessment and assignment work may be submitted through a third party, no marks will be awarded for missed tests and examinations.

A student must attempt all of the assessment program before a final grade can be determined. Parents will be notified as soon as possible if their child is likely to receive an "E" grade due to failure to submit tasks.



6. Students unable to complete Tasks

Students are required to submit assessment tasks by the due date, except where an extension to the due date has been negotiated between the student and teacher before this due date.

In all courses a penalty of 20% off will be imposed for the first school day overdue in unacceptable circumstances, followed by a further 20% off for each subsequent day late.

Students attending college activities on the due date are still required to submit the assessment piece.

Illness – Students who are absent on the due date or in the days preceding the due date must supply written documentation from a medical practitioner (in the case of major illness) or parents (in the case of minor illness (eg cold, 24 hour virus), family bereavement or other emergency situations) on the day of return.

Students who are absent from school due to illness in the days preceding the due date and who are unable to complete the work by the due date should have a parent contact the teacher of that course before the due date to negotiate an extension.

In the case of assignments given a completion time period of one week or more and the student is absent from school on the day of submission, then the student must:

- present a medical certificate; or
- organise for the assignment to be delivered on the due day or mailed (the letter post marked on or before due date).

Injury – In cases of temporary injury teachers should encourage participation through structured observation and assess such students at a later date. In the event of a prolonged injury that prevents participation in practical work, consideration should be given through alternative completion requirements for assessment tasks. Students who have not been able to complete enough of the assessment program to warrant a grade should be allocated a 'U'.

Cultural Belief – Students who can provide evidence that they are genuinely unable to complete tasks because of their cultural beliefs may be provided with alternative opportunities to demonstrate outcomes or achievement of course objectives.

Disability – Decisions about strategies for accommodating disabled students rest with teachers in their day-to-day dealings with individual students. Disabled students should be assessed on what they can do and not on what they might do if they were not disabled.