

ASSESSMENT POLICY – SENIOR SCHOOL

This Assessment Policy conforms to the School Curriculum and Standards Authority (SCSA) guidelines. It refers to any type of School Assessment for Years 10, 11 and 12.

RESPONSIBILITY OF THE SCHOOL

Course Outlines and Assessment Outlines will be provided for each Year, Course or Unit which includes approximate due dates for assessments. Teachers will notify students with sufficient time of Assessment Outline changes for effective preparation.

Teachers will provide Assessment feedback, with guidance about how best to undertake future tasks. Formal Assessments will be completed under conditions conforming to SCSA regulations. Teachers will inform Parents/Guardians of their child's failure to attend the Assessment through written or verbal contact.

Students who consistently fail to attend Assessments on the due date or disregard the requirements of Course Assessment schedules will be required to attend a meeting with the appropriate Head of House/Head of Department.

Students taking VET courses must complete their assessments in order to gain their full Certificate. Failure to submit any aspect of current Unit of Competency Assessments by the due date will receive a Lunchtime Detention. Students will be required to complete tasks during the Detention and in their own time. Assessments can be submitted and resubmitted up until the final week of the Certificate course, as outlined by the Course Outline.

Unless otherwise indicated, all marked written Assessment tasks may be retained in a Departmental Course assessment file for each student. Students will have access to this file for revision purposes. The files are retained until marks have been accepted by SCSA.

RESPONSIBILITY OF THE STUDENT

The student must maintain a good record of attendance, conduct and progress. A student who is absent from a class for five lessons or more per term is deemed to be "at risk" of not achieving their best possible result for their course.

A student who foresees an absence on the due date of an assessment must inform their Teacher immediately to allow for the student to submit the assessment either prior to or by the due date.

RESPONSIBILITY OF PARENT / GUARDIAN

Parents/Guardians should email the Subject Teacher before 8.10 am on the day that an Assessment is due for which their child will be absent.

Notice of a child's foreseeable absence should be emailed to the Subject Teacher.

Parents/Guardians should provide the Subject Teacher a relevant medical certificate or a letter of explanation, which is acceptable to the School, on their child's return to School.

Parents/Guardians should also provide written notification to their child's Head of House. These notifications can be given or emailed to Senior School Reception.

ASSESSMENT POLICY PENALTIES

The following penalties will be applied in the situation where a student is deemed to have cheated, colluded or plagiarised in an assessment or if the student has submitted an assessment after the date for which it was due.

Teachers who determine that students have engaged in cheating, collusion or plagiarism will refer the matter to their Head of Department, with one of the following penalties to apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the Teacher identifies that the work is not the student's own.

Parents/Guardians will be informed in writing of the decision made, the penalty and any further action.

LATE SUBMISSION OF ASSESSMENTS

Late submission of an Assessment task, without a reason acceptable to the School, will see the following penalties apply to the total awarded mark of the Assessment:

- 10% reduction in the mark, if submitted one day late, **or**
- 30% reduction in the mark, if submitted two days late, **or**
- 50% reduction in the mark, if submitted three days late, **or**
- a mark of zero after three days late, **or**
- a mark of zero if not submitted.

STUDENT ABSENCE ON AN ASSESSMENT DAY

Where an in-class Assessment task is missed without an acceptable reason, the student will receive a mark of zero.

Students who present a relevant medical certificate and/or a note to their Teacher, which is acceptable to the School, will sit the Assessment at the earliest opportunity and their marks will be recorded without penalty.

Marked Assessment tasks will not be returned to a class until absent students have had sufficient opportunity to complete the tasks. These students will be required to complete an alternative assessment as directed by the Head of Department.