

Section: Curriculum
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REPORTING AND ASSESSMENT POLICY

POLICY

1. The School aims to report the achievement of students to parents and the School community as appropriate, in the form of Reports to parents, Annual Reports or Reports to the board or other governing bodies.
2. Student achievement is formally reported to parents twice a year. Reports outline levels of student achievement across Learning Areas in Years 1 –10, and for WACE courses in Years 11 and 12. Formal reports to students in Years 1 - 12 are detailed in terms of stating Semester and/or Year Grades, as well as providing meaningful information for focus and development, measure of attributes and curriculum components. For students in Years 7-12 Marks and Examination results are included.
3. Formal Parent/Teacher Interview Evenings are opportunities for parents to discuss Reports and student achievement with staff. These are held annually.
4. Parents have other opportunities to make personal contact with staff between reporting times as the need arises.
5. Parents of students in Years 1-12 view their child's achievement and assessment marks through access to the Portal.
6. Parents of Kindergarten and Pre-Primary students are provided with a hard copy Report.
7. In Years 7 to 12, students are given their Course and Assessment Outlines. This provides students and parents with information relating to every assessment item that is used for grading purposes. These outlines are accessed by students and parents through Canvas.
8. NAPLAN and OLNA reports are provided to parents via the Portal when they are made available to the School.
9. The School compiles an annual Performance Report which provides an analysis of student performance in WACE, NAPLAN and OLNA. These results are also communicated to parents through a variety of School publications such as Newsletters and Annual Reports.
10. The Principal informs the School Council of students performance and attainment on a regular basis.

PROCEDURES

1. Students in Years 7-12 must adhere to the School Assessment Policy.
2. The Student Assessment Policy is communicated to students and parents at the beginning of each year. Both parents and students must sign an acknowledgement form to indicate that they have read and understood the Student Assessment Policy.
3. Teachers have the responsibility to ensure that each assessment is administered in accordance with the Student Assessment Policy.
4. Parents have the responsibility to ensure that they meet the requirements of communicating with the School and providing certification.
5. Students have the responsibility for ensuring their work is authentic, as proclaimed by the School Standards and Curriculum Authority.

AUTHENTICITY OF WORK

Schools Curriculum and Standards Authority states that a student's work must be authentic.

All work submitted for school assessment must be the student's own work. Any material that is included in any work that is not the work of the individual student must be acknowledged appropriately. Any activity that enables a student to gain an unfair advantage over other students in a school assessment task will be penalised in accordance with the school's assessment policy. Unacceptable activities include, but are not limited to:

- copying someone's work in part or in whole and presenting it as your own
- buying, stealing or borrowing another person's work and presenting it as your own
- paying someone to write or prepare work
- submitting work to which another person such as a parent, tutor or subject expert has contributed substantially
- using material directly from sources such as books, journals or the internet without appropriately acknowledging the source
- building on the ideas of another person without reference to the source
- using the words, ideas, designs or the workmanship of others in practical tasks (oral, performance, production, portfolio submission) without appropriate acknowledgement
- using non-approved materials and/or equipment during an assessment task or examination
- assisting another student to engage in an activity that will enable them to have an unfair advantage over other students.
- All the work submitted as part of a Year 12 practical ATAR course examination process must be the student's own work. Any material included that is not the work of the individual student must be acknowledged appropriately.

YEARS 7-12 ASSESSMENT POLICY

This Assessment Policy conforms to the School Curriculum and Standards Authority (SCSA) guidelines. It refers to any type of School Assessment for Years 7-12.

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 the 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 Pastoral Care Leader. These notifications can be given or emailed to Sub-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 may be required to complete an alternative assessment as directed by the Head of Department.

APPENDICIES

Guidelines for Assessment Procedures
Examination Rules and Responsibilities

