



## ASSESSMENT PROCEDURES

Assessment will be determined by the requirements of the relevant syllabus in the subjects of: (i) nature (ii) length (iii) frequency

Assessment instruments will bear a close relationship to the matter and skills taught: they will reflect the weighting of various components of the course.

An assessment schedule will be presented in calendar form for each term. Any variations to this calendar will be negotiated only with the approval of the Curriculum Co-ordinator and Deputy Principal and be notified through the Newsletter and the school website.

### Assignments:

- (a) Constant monitoring of student's progress will be made.
- (b) Care will be taken to ensure that adequate time and resources are available for the assignment and that there are minimal clashes with other subjects or other assessment in the same subject.
- (c) Students will be made aware of the relative importance of the assignment and whether it is summative, formative or both; outcomes, competencies and / or modules being assessed.
- (d) Where drafts are required, failure to present a draft will be indicated by a note to parents in the student planner and then via a phone call home if the draft is not submitted the next day.
- (e) Failure to submit a completed assignment will be communicated to parents by letter.
- (f) For students in year 10-12 assignments must be handed in during the due week in the assignment box located in the front office.
- (g) For students in year 8 and 9 assignments should be handed to the class teacher on the due date.
- (h) If a student is ill on the due date, arrangements should be made for someone to deliver the assignment to the school. If this is not possible the school should be notified on that day. The assignment, parents' note and accompanying doctor's certificate (senior students) must be presented as arranged with the teacher.

### EXAMINATIONS

Formal examination periods will be set aside at the end of each semester for senior students.

### EXAM RULES:

So that all students are given the same opportunity to complete their exam without distraction or disruption, it is important that all students remember the following.

- i. All students are expected to know their exam timetable and to report promptly to the rooms allocated. Years 11 and 12 students must be at the venues for their exams **10 minutes prior** to the starting time during Block Examination Periods. Other years must

be at the exam venue on time ready to move **quietly** into the room. All students are to wait quietly outside exam rooms until requested to move in by teachers.

- ii. Strict silence is to be maintained **at all times in the exam room**. If found communicating during the exam, this will be noted on the exam paper and the matter referred directly to the Deputy Principal.
- iii. No paper or notes are to be brought into the exam room, unless specific to exam conditions.
- iv. You must sit in the position given to you by the supervising teacher.
- v. Pencils, pens and other equipment, such as erasers, may only be taken into the exam room in a clear plastic container.
- vi. Exams requiring a calculator are to be non-Graphing Calculators, unless specified on the exam conditions sheet. If a Graphing Calculator is required, this is to be reset by the student, and checked by the supervising teacher, before the commencement of the exam and again at the end of the exam. This ensures equitable treatment of all students and ensures the security of exam questions. All calculators are to be removed from their case prior to the commencement of the exam.
- vii. **NO** equipment may be borrowed from another student during an exam. Please be prepared. (Specialist equipment will not be supplied by staff or other students).
- viii. Should you need to ask a question, remain in your place and raise your hand.
- ix. Students will not be permitted to leave the exam room during the time allocated for the exam.
- x. No student will be permitted to leave the exam room until all papers have been collected. Exam conditions must be maintained until **all** papers are collected.
- xi. On leaving the exam room students are to remain quiet until they are well away from any area where exams may be occurring.
- xii. **NO** paper is to be taken out of the exam room by students. Rough working must be handed in with the paper and the answer sheet.
- xiii. Students must obey any directions given by the exam supervisor.
- xiv. Cheating or any other attempt to take unfair advantage will be dealt with severely. If found cheating, this will be noted and the matter will be referred directly to the Deputy Principal.

- xv. If you are absent because of illness, a medical certificate is required for students in Years 11 and 12. For students in other year levels, an explanatory note from parents/guardians will suffice. Please see the Deputy Principal on your return to school.

The students will ALWAYS have the opportunity to examine ALL tests and assignments submitted AFTER they have been marked.

## A COVER SHEET

All assignment tasks will be accompanied by a cover sheet that has:

- Statement of task
- Assessment conditions
- Criteria for assessment
- Relevant CCEs / ELs
- Draft date or project review dates
- Final date

## B ABSENCE FROM ASSESSMENT (Point in Time Assessment)

**E.g. Exams, Orals, Performances**

**Senior students** who are absent from assessment because of illness **must have a medical certificate**. The medical certificate should be shown to the subject teacher and then to the Deputy Principal.

**Junior students** who are absent from assessment because of illness must have a note from parents or a phone message. The note should be shown to homeroom and subject teachers who will determine the necessary course of action.

As soon as practicable on the student's return to school, an alternative assessment item of comparable standard should be completed *where necessary for the completion of student folios*.

## C ASSIGNMENTS

### 1. DRAFTS

When drafting, it is expected that students will submit a substantial "working copy" of their assignment. If substantial corrections have to be made, the teacher may ask the student to resubmit the draft.

As a general rule, students are only to submit one draft. If more than one draft is to be accepted this will be in line with the syllabus of the subject and be noted on the task sheet.

If drafts are handwritten the work must be legible and where possible written in blue or black ink (pencil is permitted providing it is dark enough, i.e. HB). If the drafts are typed, the font chosen must be large enough (size 12 is good) and it is preferable to double-space to allow for corrections.

The final draft accepted by teachers is at least 1 week before the assignment is due. It is unrealistic to expect a draft to be corrected the day before the due date. All drafts must be submitted with the final copy to assist in the authentication of work and to enable teachers to check that drafting comments have been addressed.

Hard copy drafts should be handed directly to the subject teacher on the draft due date. Major practical items should be presented in the appropriate room. If instructed by the subject teacher, students may transfer draft files to a submissions folder or email the draft to the teacher.

The teacher may collect copies of in-class work and drafts during the preparation of the assignment where the teacher believes a student may be at risk of non-submission. An appropriate way of doing this will be determined for each assignment. If the final assignment is not submitted the collected materials will be graded. However, ultimately it is the responsibility of the student to ensure that sufficient evidence is submitted. Students who do not submit a draft may be requested to do so in school time or may be given afterschool detentions. Where no work is submitted, the student is at risk of not being rated in the subject or not having that semester unit credited.

Where stages in submission are not met by students the Subject Teacher will inform parents via the student planner and then via a phone call if the draft is not submitted the next day.

Students who do not submit intermediate stages may be requested to use lesson time and lunch times to meet this requirement to the extent determined by the teacher.

## **2. COMPUTER PREPARATION OF ASSIGNMENTS**

The school will not accept computer or printer failure as a reason for non-submission or justification for the late submission of assignments. It is the student's responsibility to follow normal business practices in backing up and making hard copies if assignments are prepared on computers at home.

Students are to save their work after each working session to *D drive: Google Drive*. Students are encouraged to email files to their school email account, use their *H: drive*, or external drives as a 'back up' copy.

Students should retain printed drafts of assignments and notes of material from research.

If computer equipment is not working students need to prepare a hand written assignment. Students are not penalized for hand written presentation except where computer presentation is a criteria.

It is the student's responsibility to ensure that assignments are prepared sufficiently early to take into account the possibility of computer failure.

Should equipment failure occur, all supporting documentation such as drafts, research notes, and printouts of the work so far must be submitted and may be taken into consideration at the discretion of the Curriculum Co-ordinator.

### 3. EXTENSIONS FOR ASSIGNMENTS

Class extensions for assignments are to be recorded on the school website and in the school newsletter. The date when the general extension was granted should be clearly recorded. Individual students may apply for an extension before the due date of the assignment. Individual extensions require a written application and an approval signed by the designated person.

Extensions for **Senior Students** are at the discretion of the Deputy Principal – Curriculum.

Extensions for **Junior Students** are at the discretion of the Curriculum Co-ordinator or the Deputy Principal – Curriculum.

Occasionally, as a consequence of unforeseen circumstances, special consideration for late submission of assessment may still be applied after the event, substantiated with some form of documentation, for example, for illness or accident occurring on or before the date of submission. If a student is ill on the due date, arrangements should be made for a parent or sibling to deliver the assignment.

For **Senior Students**, documentation needs to be included in folios for submission purposes.

Students who are absent from school due to planned absences (e.g. sports trips, work or travel) must complete the assessment piece **prior to departure**. The assessment item is still due by the set date.

### 4. SUBMISSION OF ASSIGNMENTS

For students in Year 10, 11 and 12 hard copy assignments are to be handed in by posting them in the locked box in the front office by 8:35am on Friday of the week due. Major practical items should be presented in the appropriate room. If instructed by the subject teacher, students may transfer files to a submissions folder or email the file to the teacher.

For students in Year 8 and 9 hard copy assignments are to be handed into the subject teacher on the due date.

Final submission of assignments for **students in Year 10, 11 and 12** are listed on the MONDAY of the week due on the Assessment Calendar. All assignments listed for each week are due no later than FRIDAY, 8:35am.

Final submission of assignments for **Students in Year 8 and 9** are listed on the exact date the assignment is due on the Assessment Calendar.

All drafts, tests, examinations, orals and in-class practical demonstrations are due on the day indicated. Scripts for oral assessment may all be required on the same day – the first day of the week – regardless of presentation time.

Students will need to keep a copy of their own work at home.

## **5. NON-SUBMISSION BY THE DUE DATE**

Assignments handed in after the due date will not be marked unless special consideration has already been arranged.

Total non-submission means that there is no evidence of any stage of assessment.

Non-submission of assignments can have serious consequences. Decisions with respect to non-submission by **all students** will be made in accordance with the following directive from the QSA. The Curriculum Co-ordinator, Deputy Principal and Principal will be involved in establishing appropriate consequences for **Senior Students**. Decisions concerning awarding of semester results for **Junior Students** should be made by the Subject Teacher in consultation with the Curriculum Co-ordinator or Deputy Principal where there is no Curriculum Co-ordinator. Any decision concerning the number of semesters of credit awarded to a student will be made only by the Deputy Principal and Principal.

For **Senior Students** where evidence is required to satisfy requirements of the course or to enable awarding of a semester of credit, assignments will be required even after the due date for folio purposes.

**Junior Students** who have not submitted an assignment by the due date are still required to complete the assignment. If necessary, the student will be placed on after school detention to complete the assignment.

**Junior Students** should begin detention to complete the assessment within three (3) days of the due date. The subject teacher should arrange the detention in collaboration with the Pastoral Co-ordinator for that year level. Detention may be in school breaks or after school. If after school, the Pastoral Co-ordinator will contact the parents to arrange a suitable date and the Principal, Deputy Principal or Pastoral Co-ordinator will supervise.

If a draft has been submitted before the due date for the assignment and the student fails to submit the final assignment by the due date, the student will receive an assessment based on drafts seen (see QSA policy). This will be judged against the criteria for the final assignment. It is the student's responsibility to retain all draft copies.

From QSA Policy Statement (June 2004)

*“The judgment of a student’s achievement of an area of learning is informed by what that student knows and can demonstrate in terms of criteria and standards applied to a body of evidence. If, through non-submission of assessment, a student does not provide the evidence to demonstrate the descriptors stated in the exit criteria and standards, a judgment cannot be made. It follows then that a standard can only be awarded where evidence has been demonstrated and documented. That is, an ‘E’ standard for a particular assessment cannot be awarded where there is no physical evidence for it.*

*“For frequent non-submission of student work, consideration needs to be given to whether a level of achievement can be awarded at all for a course of study, if failure to submit assessment means that substantive requirements of a syllabus have not been completed. Under current legislation, if an enrolled student at a school is deemed not to have substantially completed a subject and been adequately assessed, the student and the QSA must be notified that no result for that subject will appear on the Senior Certificate. Where substantive requirements have been met, yet the assessment requirements outlined in the approved work program for awarding exit levels of achievement are incomplete, a student may still receive a level of achievement but consideration may be given to the number of semesters of credit awarded by the school for the course of study.”*

## **6. SPECIAL PROVISIONS**

Special consideration means making reasonable adjustments to standard assessment requirements to ensure equitable assessment for all students. Special consideration may apply to any student depending on the circumstances. Circumstances could include injury or other disadvantages.

Students with specific educational needs may have alternative assessment programs. Some examples of students with specific education needs are:

- Students with impairments that have a physiological basis
- Students with needs arising from cultural or linguistic factors

Each case needs to be considered specifically.

Students / parents need to fill in the form, available from the print room, ‘Application for Special Consideration’ and present it to the subject teacher or Curriculum Co-ordinator. Decisions will be reached by the Deputy Principal after consultation with the subject teacher, Curriculum Co-ordinator, student / parent. For more detail refer to the QSA policy on special consideration.