

Assessment Policy

.....Personalise the learning of your students

Assessment is the purposeful, systematic and ongoing collection of evidence and its use in making judgements about students demonstrated learning against criteria. All students are required to adhere to the guidelines outlined.

Each student will be provided with an assessment calendar indicating check dates and due dates by the end of Week 2 for each semester

Judgements of student responses to assessment instruments are made using standards associated with Exit Criteria.

Procedures are enacted consistently across subjects within the school.

All assessment must have a *task sheet* indicating

- Criteria
- Standards
- Check dates/draft dates
- Due date
- Acknowledgement that this is the student's own work

Staff will progressively monitor and gather evidence of student progress throughout the assessment period and before the due date.

- Evidence may include class work, collected drafts, rehearsal notes,

Should student fail to submit required work at **check dates**:

- The teacher will contact the parent - by letter or telephone
- The student is required to work with class teacher during lunch sessions until required draft work is complete
- Head of Department will be informed

Should students fail to submit required work at **due date**:

- The teacher will contact the parent by letter.
- Student is to complete work during the lesson and submit for marking.
- Draft work plus other evidence of work will be marked by the teacher and recorded on student profile
- Judgements can only be made using evidence available on or before the due date.
- In the event that no evidence is submitted, a standard cannot be awarded and the student will not be rated. This could affect the student's QCE & OP eligibility in the senior school.

SAT students

- have the responsibility to complete all assessment requirements for school subjects by the due dates, including attendance at timetabled exams and assessment sessions.

Extensions

- If an extension to due date is required application must be made to the Head of Department (Year 10, 11 & 12) or teacher (Year 8 & 9) prior to the due date.

- Forms requesting an extension to the due date are available from Heads of Department.
- Special provision may be granted on individual basis. An appointment with a Guidance Officer is required in this instance.

Absences

Written Assessment Tasks

- Students should send work to the school via email , parent or another person.
- If this is not possible student/parent should contact the teacher
- Students absent from school on check or final dates must see their teacher the day they return to school with evidence of absence in the form of a medical certificate, note or other suitable documentation

Oral Assessment Tasks

- Students should send scripts to the school via email , parent or another person
- If this is not possible student/parent should contact the teacher
- Students absent from school on check or final dates must see their teacher the day they return to school with evidence of absence in the form of a medical certificate, note or other suitable documentation
- An alternate time to complete the assessment task will be set by the Head of Department or teacher

Written Tests and Exams

- Students absent from school on the day of tests and exams must see their teacher the day they return to school with evidence of absence in the form of a medical certificate, note or other suitable documentation
- The student will complete the same or alternate assessment task in the next lesson

Verifying Student Ownership of Work

Plagiarism is the taking and using of another persons' thoughts, writings, inventions, ideas or research as one's own work and is a breach of copyright. Consequences for a breach of academic ethics shall be determined by the Head of Department in consultation with the administration. Consequences will depend on the degree of the breach of academic ethics and the year level involved. Consequences for senior students will be more severe. Consequences may include: awarding a grade based on the work that the student is known to have completed, undertaking new assessment, or failure for that piece or unit of work

Revisiting Assessment

Students may apply to revisit assessments already completed. Such applications will be directed to the Head of Department. Equity for all students is a factor in granting revisit requests. The item revisited must not be identical to the original item but should be similar in nature and scope. Selective updating will occur

The Student Support Services Team provides flexible and co-ordinated support/welfare services to assist students to achieve their "Personal Best" as they progress through school. Students wishing to access these personnel are required to make appointments through the office staff