



SENIOR SCHOOL ASSESSMENT POLICY (STUDENT COPY)

Introduction

This document details the School Assessment Policy. You need to be fully aware of the information provided and ensure that you carefully apply this in every subject.

This document applies to all courses in senior school, specifically tertiary entry, new Western Australian Certificate of Education (WACE) courses of study and wholly school assessed (WSA) subjects.

As a student, your specific responsibilities in relation to assessment are to:

- complete the prescribed work requirements - including all necessary oral, practical and project work **by the due date**.
- complete all assessment tasks in. An outline of assessment tasks and the timing of tasks will be provided in a subject information package by your teacher at the start of your course. Failure to complete tasks as required, may result in a student receiving no credit for that course. (Please Refer to **Section 4** of this document for further information regarding the 'U' – unfinished annotation).
- maintain a good record of attendance, conduct and progress in each of your courses.
- initiate contact with teachers concerning missed assessments, extensions and other issues regarding the assessment programme. Please refer to the relevant sections in this document regarding these matters.
- maintain a positive working relationship with your teachers and fellow students.

1.0 - MISSED ASSESSMENT

1.1 GENERAL

If you are absent for any period and do not complete any aspect of the prescribed work, your final result may be considerably reduced. You may receive a notation of "U" (unfinished) for the course if your teacher is unable to make a judgement based on non-completion of the assessment program. You cannot receive credit for work not completed or class time not experienced.

Absences may result in you not satisfactorily meeting the requirements of the educational and assessment program and therefore being judged not to have completed it. **Potential achievement will not be considered.**

It is the student's responsibility to discuss assessments missed during absences and to negotiate satisfactory completion with the course teacher.

1.2 – LATE STUDENT TRANSFER INTO A COURSE

You cannot be given credit for work you have not done in the new course. On entering a course late, you will be given the opportunity to complete assessments which were completed prior to your entering the course. Where assessments were completed prior to your entering the course, your teacher may choose to provide you with alternate assessments. If you do not take the opportunity to complete missed assessments or teacher prescribed alternatives, you will not meet the course requirements and this may impact on your chances of satisfactory completion.

1.2.1 – DEADLINES FOR CHANGING COURSES IN SENIOR SCHOOL

Opportunities will be provided for students to change courses where a legitimate reason can be provided. These changes should be discussed and initiated through the Senior School Coordinator. These changes should be made as early as possible in the school year and before the final date which is provided at the beginning of each school year.

Opportunities will be provided for staff to initiate a review of student performance where the teacher considers that the successful completion of the course is unlikely. Successful completion of a course is considered to be achieving a grade of 'C' or better. Reviews and changes to student courses should be initiated before the final date as provided

Deadlines will be reasonably set to facilitate the success of a student in any new course.

1.3 – CREDIT FOR WORK COMPLETED AT OTHER SCHOOLS

Credit for work completed in a previous school in the same course will be awarded on production of evidence of results (eg. reports, marked assignments, test papers etc.) **It is your responsibility to produce this for your teachers.** Please refer to **Section 1.2** if you are new to this school and are late enrolling in different courses to those studied at your previous school. Deadlines set for course changes (**Section 1.2.1**) may be flexible for students that have changed schools.

1.4 - ABSENCE FROM SCHEDULED CLASS ASSESSMENT TASKS (OTHER THAN MAJOR EXAMINATIONS)

Teachers will give prior notice of all assessments to be conducted during class time.

Absence from such assessments is considered significant.

Students will be permitted to complete missed assessments (or a replicate assessment) where one of the following provides a legitimate reason of a student's absence during a scheduled assessment:

- Medical Certificate
- Letter from parents
- Phone call from parents

Failure to follow these procedures may result in penalties being applied. (**Section 2.2**)

1.5 - ABSENCE WHEN AN ASSESSMENT IS DUE

Students, or a parent/guardian, are required to contact the course teacher in circumstances where a student will be absent on the date an assessment is due. The teacher will consider the circumstances and negotiate for the assessment to be submitted on time by alternate means or for the assessment to be submitted at the next available opportunity.

Failure to follow these procedures may result in penalties being applied. (**Section 2.2**)

1.6 REPEATED ABSENCE RELATED TO ASSESSMENT

Where a teacher considers that repeated absences have affected the completion or timely submission of assessment tasks, one or more of the following actions may be taken:

- penalties for lateness may be applied in line with **Section 2.2** of this policy;
- a **Medical Certificate** (for illness) may be requested to explain each repeated absence;
- where applicable, a **letter from parents** may be requested explaining the circumstances that necessitated the absence.
- a parent meeting may be requested to discuss the detrimental effect of repeated absences on assessments; and
- a review by the Senior School Coordinator of a student's continuation within the affected course. This review may lead to termination of a student's course or other actions as deemed necessary to fairly and equitably conduct the assessment program within the affected course. This may result in unsatisfactory achievement being recorded, which may impact on achieving a WACE.

1.7 - ABSENCE FROM MAJOR EXAMINATIONS (eg. Semester Examinations)

In some special circumstances, it may become evident that a student is not able to sit an examination for a course on the dates provided in an official Examination Timetable. Such circumstances might include:

- Serious illness on the day(s) of one or more examinations. **A medical certificate will be required.**
- Special religious or cultural events that cannot be re-scheduled for another time. **Appropriate documentation will be required.**
- Other circumstances deemed to be appropriate by the Senior School Coordinator in consultation with the Principal, relevant Deputy Principal(s), Head of Learning Area and the course teacher.

Where an appropriate reason has been provided, students may sit the examination missed (or a parallel form of it where applicable). In these circumstances, arrangements will be made for the examination to be completed after the formal scheduled time of the examination. This will help to ensure the security of the examination for the vast majority of students.

It is the student's responsibility to make arrangements where they need to sit an examination at an alternative time to that scheduled.

Where applicable, students should begin negotiations for a special examination time as soon as the official Examination Timetable is released. Failure to do this will result in no

credit being awarded for this component of the assessment program. This will impact on the final level of achievement in this course.

When a student is awarded a special exemption to sit the examinations at a time different to that timetabled, they will be required to sign an agreement to behave appropriately in relation to examination security and the contents of any re-scheduled examination. Please refer to **Section 2.2** of this document for details regarding penalties in circumstances where it is proven that a student has breached the agreement.

1.8 – EXTENDED ABSENCE

The school is not able to maintain a teaching and assessment program for you if you plan to be absent for lengthy periods. You should enrol in the School of Isolated and Distance Education (S.I.D.E.) for absences of three or more months. Your teachers will normally provide "catch up" work for short periods of absence.

2.0 – LATE ASSESSMENT

This section relates specifically to circumstances where a student has been present for an assessment but will not/has not submitted the assessment by the due date. This section should be read in conjunction with the relevant parts of **Section 1.0** of this document.

2.1 – NEGOTIATION OF CHANGES IN ASSESSMENT DEADLINES

Where possible, course teachers will attempt to negotiate assessment deadlines – taking into consideration **general** student workload, the extent of the assessment and other circumstances as deemed appropriate.

In circumstances where it becomes clear to a student that they are not likely to be able to submit/complete an assessment by the due/scheduled date, they should **immediately** discuss the matter with their course teacher. Where appropriate, this discussion should take place when at least **25% of the assessment working time remains**.

Specifically, students should not attempt to negotiate extension of a due date for an assessment on the day that the assessment is due.

Where the course teacher considers that an appropriate reason for an extension has been provided **and** appropriate progress on the assessment has been achieved, the teacher may grant an extension. When discussing an extension of an assessment deadline with a course teacher, students are required to provide **evidence** of progress made thus far.

Please note – It is unlikely that course teachers will favourably consider part-time work commitments when setting assessment deadlines or when providing extensions.

Please refer to the flow chart in **Appendix 1** for further details of the process for negotiating extensions of assessment deadlines.

2.2 - LATE OR UNSUBMITTED WORK

It is your responsibility to seek extensions BEFORE the due date (Please refer to **Section 2.1** for details). These will normally be given for sickness and other genuine reasons only. Without an approved extension, a penalty for late work will be applied. All courses will have assessment schedules published at the start of the course. Further, teachers will discuss deadlines with students when providing the course assessment program.

2.2.1 – GENERAL COURSE PENALTIES

- A 10% per day reduction of the maximum assigned mark will occur up to three school days, after which no marks will be awarded.
- Work **must** still be submitted after three school days have passed at which point a zero mark will be awarded.
- Failure to submit the assessment will impact significantly on the satisfactory completion of the course.

2.2.2 – WSA COURSE PENALTIES

- an award no better than "S" (Satisfactory) will be given for each outcomes assessed if work is submitted up to three school days after the due date.
- Work **must** still be submitted after three school days have passed at which point a Not Demonstrated 'ND' annotation will be awarded.
- Failure to submit the assessment will impact significantly on the satisfactory completion of the course

Work not submitted within one week of original due date may result in a loss of good standing.

3.0 – BREACHES OF ASSESSMENT PROTOCOL

3.1 - CHEATING

Cheating is regarded as an action which provides an unfair advantage in the completion of an assessment. Actions regarded as cheating include, but are not limited to:

- Gaining a copy of an assessment prior to its release for completion.
- Gaining information specific to an assessment which could reasonably be expected to provide an unfair advantage in completion.
- Talking during a silent assessment. (tests and examinations)
- Using mobile phones or other telecommunications and/or information technology not approved for use during an assessment.
- Presenting a response to an assessment which is not your own work.

If you are shown to have cheated in any assessed work or in examinations you will receive zero/ND for that assessment.

3.2 - PLAGIARISM

Assigned or other work which is not your own but is presented as such will not be accepted. The submission of work which is not your own in a general course will result in a zero being awarded. The submission of work in a WSA course which is not your own must be re-done with the maximum of an ND being awarded.

3.2.1 – REFERENCING

All student responses to assessment tasks which contain the work of others must be correctly referenced. Further, a Bibliography must be provided where a range of texts and resources have been used for information. Please refer to the school's

'Guiding Notes' regarding referencing, which are available from the Community Library, school intranet, school website or your teacher.

4.0 – THE UNFINISHED "U" ANNOTATION

If you do not complete the course assessment program, and acceptable reasons for this are not provided, you may be awarded a "U" (unfinished) for the course. This notation carries no credits for a WACE. Special consideration may be given for:

- Illness - supported by medical certificate (refer to **Section 1.4**)
- Late enrolment (refer to **Section 1.2 and 1.3**)
- Approved subject changes (refer to **Section 1.2**)

Where work is submitted late, you must be able to demonstrate achievement of course outcomes sufficient to warrant a grade being awarded.

5.0 – APPEALS

5.1 – APPEALS RELATING TO INDIVIDUAL ASSESSMENTS ITEMS

A student may appeal in circumstances where they consider that an assessment has not been fairly considered in relation to a clear marking schedule. Such appeals should occur within seven (7) days of the return of the assessment to the student. Appeals should be directed to the teacher in the first instance and then to the Head of Learning Area should a satisfactory resolution not be reached.

5.2 – APPEALS RELATING TO THE ASSESSMENT OF A COURSE

You may appeal against the assessment of a course if you have grounds to believe that:

- (i) Curriculum Council guidelines have not been followed.
- (ii) Published assessment guides have not been provided or followed.
- (iii) Computational errors have occurred.

Applications for appeal in these circumstances are available from the Senior School Program Coordinator.

5.3 – APPEALS RELATING TO FINAL COURSE SCORES SUBMITTED TO THE CURRICULUM COUNCIL OF WA

Students are referred to the Curriculum Council procedures for appeals related to assessment. These can be found on the Curriculum Council of WA website at www.curriculum.wa.edu.au or by telephoning (08)9273 6300.

APPENDIX 1 – PROCESS FOR EXTENSION OF DEADLINES ON ASSESSMENT

