

# LESMURDIE SENIOR HIGH SCHOOL

## Year 10, 11 and 12 ASSESSMENT POLICY

### Introduction

This document details the Lesmurdie Senior High School Assessment Policy.

Student's 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. An outline of assessment tasks and the approximate timing of tasks will be provided by your teacher at the start of your course.
- 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 program. 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 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.

In some circumstances a teacher, in consultation with the Head of Learning Area, will modify the assessment program for a student entering a Course late. They may choose to omit some assessments completed prior to entry or start the student's assessment from the day they commence in the Course.

##### 1.2.1 Deadlines for Changing Courses in Year 11 and 12

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 Deputy Principal or Senior School Manager. 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 (e.g. reports, marked assignments, test papers etc.) **It is a student responsibility to produce this for 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 In 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 provided the opportunity to complete missed assessments (or a replicate assessment) where parent/caregiver contacts course teacher directly via email or phone on or prior to scheduled in class assessment. (Please note: this is in addition to contacting the Attendance line)

Failure to follow this procedure may result in penalties being applied. (**Section 2.2**)

### **1.5 Absence When an Out of Class Assessment is Due**

Parent/caregiver are required to contact the course teacher directly via email or phone in circumstances where a student will be absent on the date an out of class assessment is due. The teacher will consider the circumstances and when appropriate 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 by Deputy Senior School to explain each repeated absence after two assessments missed on scheduled day;
- 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 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.

### **1.7 Absence from Major Examinations, Externally Set Tasks (EST)**

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

- Serious illness on the day(s) of one or more examinations, EST's. **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 Deputy Principal in consultation with the Head of Learning Area and the course teacher.

**Family holidays are not considered an appropriate reason for absence from examinations or assessments.**

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, usually after the scheduled examination time. Alternate EST's cannot be arranged.

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

Where applicable negotiations for a special examination time should commence 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 may 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 Absence due to family holiday**

While family time is very valuable, it is important to stress that taking children out of school for family holidays reduces the amount of time available for learning and is detrimental to their education.

Where a student will be absent from scheduled assessments due to family holiday:

- In line with Department of Education guidelines parents are required to seek Principal authorisation at least two weeks prior to holiday departure
- The student must negotiate to complete and submit the assessment prior to holiday departure or email the assessment to the teacher by the due date

- Where the assessment is an invigilated task (conducted in class) the student must negotiate an alternate date within 5 school days prior to date of the scheduled assessment
- Assessments cannot be rescheduled upon return
- Where an assessment is unable to be undertaken or submitted by the due date the student may be allocated 0
- Decisions to accommodate alternate arrangements will be determined on an individual basis by the Course teacher and Deputy Principal Senior School.

### 1.9 Extended Absence

The school is not able to maintain a teaching and assessment program for lengthy absences. Parents should enrol their child in the School of Isolated and Distance Education (S.I.D.E.) for absences of three or more months. Teachers will normally provide "catch up" work for short periods of absence due to sickness.

### 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**.

***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 demonstrated, the teacher may grant an extension.

**Please note – Part-time work commitments are not considered as an appropriate reason for not meeting assessment requirements.**

### 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. 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.

#### General Course Penalties

- A 10% per day reduction of the student's awarded 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.

Note: All or part of a weekend is considered one day late.

### 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 (0)** 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 assessment must be re-done with the maximum of zero (0) 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 (Year 11 and 12)**

If you do not complete the course assessment program, and acceptable reasons for this are 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 with the class teacher.

#### **5.2 – Appeals Relating to the Assessment of a Course (Year 11 and 12)**

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

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

#### **5.3 Relating to Final Course Scores Submitted to Secondary Curriculum and Standards Authority**

Students are referred to SCSA procedures for appeals related to assessment. These can be found at [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au) or by telephoning (08) 9273 6300.

### **6.0 Students with a Recognised Disability**

Lesmurdie Senior High School is committed to the principles of inclusive schooling and the legal framework surrounding the equitable treatment of people with recognised disabilities. Students finding it difficult to complete the requirements of any course should immediately discuss this with their teacher and then, if needed, the Deputy Principal. Individualised access to all aspects of courses will be provided wherever possible.