

Assessment Policy

The following guidelines have been developed to ensure that teaching staff, students and parents are aware of their responsibilities in the Assessment and Reporting process. Assessment and Reporting play an integral role in our teaching and learning programs. They provide a method of monitoring and tracking progress as well as being used as a tool to provide effective feedback to students and parents.

Year 7-10 Assessment Policy

1. Policies and Responsibilities

Student Responsibilities

It is the student's responsibility to:

- meet all assessment deadlines where possible.
- maintain a good record of attendance and conduct.
- initiate contact with teachers concerning missed assessments, extension requests and other issues pertaining to assessment.
- keep copies of all returned assessments in a portfolio. (Students are permitted to take all assessments, such as tests and assignments home for parental comment and self-analysis).
- inform Year Coordinator / Learning Support Coordinator of any disability that may affect learning and/or assessment outcomes.
- discuss ongoing results with parent/guardian.

Teacher Responsibilities

It is the teacher's responsibility to:

- develop a Teaching and Learning Program that meets the syllabus requirements for the course.
- provide students with a Course Outline that includes the following information: sequenced course content, timings of assessment and percentage weighting of each assessment.
- ensure that assessment tasks are fair, explicit, valid, reliable and include relevant marking keys.
- provide students with timely feedback on assessment tasks.
- ensure students have a task mark report following each assessment to analyse individual performance if applicable.
- maintain accurate records of student assessment using Reporting To Parents (RTP).
- moderate assessment pieces regularly at team meetings.
- meet school and external timeframes for assessment and reporting.
- inform students and parents of academic progress on a regular basis.

2. Reporting

Teachers make judgments about student achievement using a variety of assessment tools including marks from tests and common assessment tasks, anecdotal comments, observations, progress maps, work contained in presentation folders and portfolios, digital recordings of student performance in delivering monologues, working in groups or debating. Academic achievement is reported in grades from A – E whereby:

- A = Excellent Achievement
- B = High Achievement
- C = Satisfactory Achievement
- D = Limited Achievement
- E = Very Low Achievement

Students will be kept informed of their progress via their subject teachers. Teachers will assess completed tasks and provide prompt feedback to their students. Parents will be regularly informed about a student's progress by one or more of the following methods:

- Formal reports (Semester 1 and Semester 2)
- Term 1 interim reports

- Connect
- Student Diary
- Letter of Concern
- Letter of Commendation
- Phone call
- Email
- Parent Interview
- HOLA Intervention
- Case Conference

Year 7 and Year 9 students are issued with a separate report giving important information on their performance in national tests in literacy and numeracy (NAPLAN). Reports for Year 10 students provide their current standing in relation to the Online Literacy and Numeracy Assessment (OLNA). Successful completion of the OLNA is a requirement for attainment of the Western Australian Certificate of Education (WACE) in Year 12

3. **Completion of assessments**

Students should be given sufficient notice of assessment due dates and relevant weightings of these assessments. Where an adjustment is made to an assessment schedule, it should be done in close consultation with all students and clearly publicised to students and parents.

- It is a teacher's responsibility to manage the assessment schedule.
- It is a student's responsibility to submit assessed work on time including oral or performance assessments.
- Parents/guardians will be notified in cases where concern for a student's progress emerges.
- Parents are encouraged to attend parent evenings and specific subject performance review meetings.

Students who submit work late without an extension being granted by the subject HOLA may face the following penalties:

1. One school day late: 10% for example a score of 70% becomes 60%.
2. Two school days late: 20% for example a score of 70% becomes 50%.
3. Three school days late: 30% for example a score of 70% becomes 40%.
4. Failure to submit after seven (7) days may result in a mark of zero.

A student may apply to the HOLA prior to the due date for submission for an extension. Extensions are granted at the discretion of the HOLA on a case by case basis. If a student does not submit an assessment task or attend a scheduled in-class assessment task, the parent/guardian will be contacted.

4. **Absence from Class/ Non submission of work**

- If a student is absent from class their ability to achieve their potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject or course.
- Absence from a scheduled assessment task must be accompanied by an acceptable explanation, e.g. Medical Certificate, letter or phone call from parent, in order for the student to complete that assessment task or a similar task to gain credit.
- Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning and make alternative arrangements for assessment items.
- There will be no special arrangements made for students who miss work as a result of a family holiday. However, students will have access to Connect and must complete all assessments within one week of their return.
- Where a student changes schools during a school year, credit for the completion of work in the same subject will be given. (Subject to appropriate evidence from previous school e.g. school report)

5. **Retention of student work**

Teachers will retain student work for a short duration after the assessment deadline, to allow for marking and moderation. Copies may be kept for use as exemplars or other future use. Names will be removed from work that is copied for use as an exemplar. Once assessed work has been marked and feedback provided, the original copy of the work will be returned to students for their records. Some Learning Areas may retain student work for longer periods (for example, for the semester).

6. **Students with Special Needs**

Parents of students with special needs should inform the Learning Support Coordinator or Program Coordinator to ensure provisions are put in place. This may include modification of assessment, modification of text/colour, use of special equipment, provision of a scribe or additional time. Students who are unable to complete an assessment task because of their special education needs will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

7. **Cheating, Collusion and Plagiarism**

Plagiarism is when a student uses someone's words or ideas without acknowledging that they have done so. That is, the work is essentially copied. This also includes cut and paste work derived from a computer. All work that is not original must be referenced correctly. In years 7-10, students will continue to be taught referencing skills where required. Collusion is when a student submits work that is not their own for assessment. A student shown to have plagiarised or colluded in assessed work will be penalised:

1st offence: provided with an opportunity to resubmit assessment with a 20% penalty

2nd offence: awarded a zero

Cheating involves a student in possession of unauthorised equipment or material in an assessment, whether it has been used or not. (eg smart watch, smartphone, textbook, letters, words or symbols on paper or parts of the body). Students found cheating will be penalised

1st offence: loss of 50%

2nd offence: awarded a zero

In all instances of cheating, collusion or plagiarism parents and the HOLA will be informed. As part of this process, the student will be provided with the right of reply.

8. **Examinations**

Year 10 examinations in English, Maths, Science and HASS occur in both Semesters. Year 8 and 9 examinations in English, Maths, Science and HASS will take place during Semester 2. There will be no examinations for Year 7 students.

The following guidelines must be adhered to by all students:

- Students must wear full school uniform to all examinations.
- Students must bring appropriate stationery and subject specific equipment to each exam e.g. calculator.
- Students must switch off all mobile phones and place in bag at front of the examination room.
- Students must arrive to all examinations on time.
- Students missing examinations with a valid reason, e.g. medical illness, will be given the opportunity to resit at another time.

Year 11-12 Assessment Policy

The following guidelines have been developed to ensure teaching staff, students and parents are aware of their responsibilities in the assessment and reporting process.

Assessment and Reporting are an integral part of the school Learning and Teaching program. The College's focus is, at all times, on ensuring all students meet the WACE requirements without having a detrimental impact on the scaled assessable marks of their peers.

Students are enrolled in a combination of WACE courses. Some students are also gaining credit for the WACE by undertaking one of the vocational education and training (VET) programs and/or endorsed programs, such as Workplace Learning. VET programs are monitored and assessed by a registered training organization (RTO). Some VET courses are delivered by ASC staff, others through external providers.

1. **Policies and Responsibilities**

Student Responsibilities

It is the student's responsibility to:

- meet assessment deadlines.
- maintain a good record of attendance and conduct.
- initiate contact with teachers concerning missed assessments, extension requests and other issues pertaining to assessment.
- keep copies of all returned assessments in a portfolio that may be collected for moderation. (Students are permitted to take assessments, such as tests and assignments home for parental comment and self-analysis.)
- inform the Senior School Coordinator and Learning Support Coordinator of any disability, learning difficulty, injury or cultural belief that has not already been documented that may affect learning and/or assessment outcomes. (Claims for special consideration must be accompanied by appropriate evidence.)
- discuss ongoing results with parent/guardian.

Teacher Responsibilities

It is the teacher's responsibility to:

- develop a Teaching and Learning Program that meets the WACE syllabus requirements for the course.
- provide a program to HOLA for review by end of Week 1 Term 1.
- provide students with a Course Outline that includes the following information: course content, sequence in which the course is taught and an approximate time to teach each section of the course.
- provide students with an Assessment Outline that includes: indication of the type, weighting and content of the assessment and the approximate timing.
- ensure the assessment outline on reporting to parents (RTP) accurately reflects the Assessment Outline given to students.
- ensure that assessments are fair, explicit, valid, reliable, educative, and comprehensive
- ensure all assessment tasks include relevant marking keys.
- provide students with timely feedback on assessment tasks, including the standards upon which achievement demonstrated on the task has been assessed. (2 week turnaround is the maximum expected time expected).
- maintain accurate records of student achievement and assessment in RTP
- organise and maintain student portfolios of work that may be required in the moderation process and explain moderation process to all students.
- meet school and external timeframes for assessment and reporting.
- inform students and parents of academic progress on a regular basis.
- provide students with the opportunity to resolve any issues that may arise.
- immediately notify HOLA of concerns about students not passing a particular course.
- mark all assessments and provide appropriate feedback prior to the commencement of exams

2. Reporting

Year 11 and 12

At the end of the year, students will be provided with an Ashdale Secondary College statement which lists the grade for each course (pair of units), and where required, the school mark, which was submitted to the School Curriculum and Standards Authority. All grades on Semester 1 and 2 reports are subject to School Curriculum and Standards Authority approval at the end of the year. The student (and parent/guardian) will be notified of any changes that result from the School Curriculum and Standards Authority's review of the student results submitted by Ashdale Secondary College.

Both students and parents/guardians will be informed when it is identified that there is a risk of:

- non completion of course work
- students not achieving to their potential
- when a grade of D or less is likely in formal reports.
- Not meeting requirements of a Unit of Competency

Some Learning Areas also report to parents by means of portfolios that show samples of student work and/or assessment tasks. These portfolios are sent home for parent viewing, comment and signature. For moderation purposes it is imperative that these portfolios are returned to the College after parental review. A successful teaching and learning process involves strong connections and support from parents.

3. Completion of Assessments

A Course Outline and Assessment Outline should be provided to each student at the commencement of the course. Students should be given sufficient notice of assessment due dates and relevant weightings of these assessments. Where an adjustment is made to the assessment schedule, it should be done in close consultation with all students and clearly publicized to students and parents.

- It is a teacher's responsibility to manage the assessment schedule.
- It is a student's responsibility to submit assessed work on time including oral or performance assessments.
- Parents/guardians will be notified in cases where concern for a student's progress emerges. Parents are encouraged to attend parent evenings and specific subject performance review meetings.
- A student may apply to the HOLA prior to the due date for submission, for an extension of time to complete an assignment, oral presentation or other task. Extensions are granted at the discretion of the HOLA but only in cases of illness or significant personal problems.

A) Students studying ATAR subjects and who submit late work without an extension being granted will face the following penalties:

1. One school day late: 10% for example a score of 70% becomes 60%.
2. Two school days late: 20% for example a score of 70% becomes 50%.
3. Three school days late: 30% for example a score of 70% becomes 40%.
4. Failure to submit after seven (7) days will result in a mark of zero.
5. The weekend period will count as one school day ie 10%

If a student does not submit an assessment task or attend a scheduled in-class assessment task, the teacher will contact the parent/guardian to discuss the risk of the student not completing the course and to negotiate a solution in consultation with the HOLA.

It is compulsory for students to attend study periods. If students need to complete work in a particular subject they need to inform the study period teacher via a written request from their subject teacher. Students who fail to attend study periods without a valid reason will have this privilege removed.

B) Students studying General Courses who submit late work without an extension being granted have an unfair time advantage over students who submit assessments at the required deadline. Students who submit work late without an extension granted will face the following penalties.

1. One school day late: 10% for example a score of 70% becomes 60%.
2. Two school days late: 20% for example a score of 70% becomes 50%.
3. Three school days late: 30% for example a score of 70% becomes 40%.
4. The weekend period will count as one school day ie 10%

These penalties will apply until the student can achieve a maximum of 50%, thus students who submit assessments after this time period can only achieve a maximum C grade. The following consequences may also be enforced:

- Loss of student time during recess, lunchtime and the 25th Period until assessments are completed at the appropriate standard.
- Exclusion from non-assessment excursions and/or extra curricula activities until work is completed.
- Meet with the Senior School Coordinator, classroom teacher and HOLA to review completed assessments and plan completion of unfinished work.

C) Students completing a Certificate Course need to show evidence of progress throughout the school year. Teachers will provide a delivery plan when Units of Competency need to be completed. Students who fail to complete Course booklets or practical tasks without a valid reason will face the following penalties:

- Loss of student time during recess, lunchtime and the 25th Period until course booklets or practical tasks are completed at the appropriate standard.
- Exclusion from non-assessment excursions and/or extra curricula activities until work is completed.
- Meet with the VET Coordinator, classroom teacher and HOLA to review completed units of competency and plan completion of unfinished work.

Students are required to submit their evidence to a satisfactory standard in line with the Delivery Plan. Teachers will confirm completion to the required standard by signing Year 11 clearance form at the end of the year..

4. **Absence from Class/Non Submission of work**

- If a student is absent from class his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject or course.
- Students who are in danger of not meeting attendance requirements will be asked to meet with the Deputy Principal Senior School at a time when parents can attend.
- Absence from a scheduled assessment task must be accompanied by an acceptable explanation eg. Medical Certificate, letter or phone call from parent in order for the student to complete that assessment task or a similar task to gain credit. A teacher may re-weight the student's marks for other tasks (if, in the opinion of the teacher, sufficient evidence exists in other tasks completed to enable a grade to be assigned), or statistically estimate the student's mark for the assessment task on the basis of their marks in similar tasks.
- Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning. Hospital Services or SIDE may be required if appropriate. Parents must contact the College Administration in this situation. If a student cannot complete the education program offered by the College a "U" or "E" grade may result.
- It is the policy of the College that there will be no special arrangements made for students who miss work leading to an examination or the examination itself due to family holidays.
- If a student changes subject then credit cannot be given for work not completed in the subject. However students will be required to complete assessments missed to gain credit.
- All subject changes depend upon the ability of the school to provide for the change, and must have parental support. Subject changes must be organized through the Deputy Principal or the Senior School Co-ordinator. Subject changes are dependent on School Curriculum and Standards Authority cut off dates.

- Where a student changes schools during a school year, credit for the completion of work in the same subject will be given subject to appropriate evidence and the request of the new school.

5. Retention and disposal of student work

Students are responsible for the collation of their marked written assessment tasks and/folios are to be retained on behalf of the student by the College. The College will retain all non-written assessment tasks. This material is required by the teacher/s when assigning grades at the completion of the course and may be required by the School Curriculum and Standards Authority for moderation purposes. The use of the materials for any other purposes requires the written permission of the student. Students will have access to this file for revision purposes. The College retains the files until the marks have been accepted by the School Curriculum and Standards Authority. The written assessment tasks and/or folios are available to students for collection after the marks have been accepted. All assessments not collected by the students after the appeal date by the School Curriculum and Standards Authority will be securely disposed of by the College. This does not include work from Certificate courses that need to be retained for 7 years.

6. Students with Special Needs

The School Curriculum and Standards Authority provide guidelines for schools when providing extra assistance for students with specific learning disabilities. The granting of Special Examination Arrangements is not necessarily automatic, but depends upon the provision of medical and/or psychological evidence to justify the decision. Parents of students with a new diagnosis need to inform the Deputy Principal Senior School as soon as possible to allow them to request the relevant permission from the School Curriculum and Standards Authority. For WACE examination candidates, modifications depending on the individual students' needs can include special equipment, provision of a scribe or additional time. Students who are unable to complete an assessment task because of their special education needs will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

7. Cheating, Collusion and Plagiarism

Plagiarism is when a student uses someone's words or ideas without acknowledging that they have done so. That is, the work is essentially copied. This also includes cut and paste work derived from a computer. All work that is not original must be referenced correctly. Collusion is when a student submits work that is not their own for assessment. A student shown to have cheated in assessed work will be awarded a zero or;

1st offence: provided with an opportunity to resubmit assessment with a 20% penalty

2nd offence: awarded a zero

In all instances of cheating, collusion or plagiarism parents and the HOLA will be informed. As part of this process, the student will be provided with the right of reply.

8. Examinations

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringements will result in an appropriate penalty.

- Students must wear full school uniform to all examinations.
- Students must attend scheduled examinations. In exceptional circumstances alternative arrangements may be made by speaking through the Deputy Principal.
- Failure to attend an examination without an exceptional reason or documentation will result in a score of zero.
- Participating in family holidays will not be accepted as an exceptional circumstance.

9. School Curriculum and Standards Authority and Year 11

- A statement of results is issued to each student at the end of Year 11.
- Schools are required to submit a grade of A, B, C, D or E for each subject in which a student is enrolled.

10. **Promotion to Year 12**

The minimum requirement at Year 11 level for a student to gain entry to Year 12 is 8 WACE points of which 4 must be awarded through SCSA courses. WACE points can be achieved through enrolled courses, Certificates and or WPL. Continued enrolment requires an interview with the Deputy Principal Senior School if a student does not meet this requirement, at which point it may be suggested that, in the best interests of the student, WACE attainment is achieved over three years.

11. **Appeals- Review or Clarification of Assessment**

Appeals Relating to Individual Assessment 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.

Appeals Relating to the Assessment of a Course

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

1. Curriculum guidelines have not been followed
2. Published assessment guides have not been provided or followed
3. Computational errors have occurred.

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

Appeals Relating to Final Scores Submitted to the School Curriculum and Standards Authority

Students are referred to the School Curriculum and Standards Authority procedures for appeals related to assessment. These can be found on the School Curriculum and Standards Authority website at <https://wace1516.scsa.wa.edu.au/> or by telephoning (08) 9273 6300. Should parents require clarification, contact can be made with the subject teacher and/or Head of Learning Area.

The above information is provided as a means of ensuring clarity for all about the various terminology, processes and expectations of assessment. Should you be unclear on any aspect of the policy please call the Senior School Deputy Principal on 9302 7100.

REVIEW DATE December 2019

HISTORY OF CHANGES

Effective Date	Last update date	Policy Version no.	Portfolio for Review	Notes
01 January 2014		1.0	Deputy Principals Junior and Senior School	
1 February 2018	December 2017	1.1	Deputy Principals Junior and Senior School	Amendments to Year 11-12 Year 10 adjusted so 7-10 are in same section.
1 February 2019	December 2018	1.2	As above	Edit to Certificate Courses