

BELRIDGE SECONDARY COLLEGE



SENIOR SCHOOL ASSESSMENT POLICY

INTRODUCTION

The following guidelines have been developed so that students, parents and teachers are aware of their responsibilities in the assessment process.

1. Overview

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnose learning difficulties;
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes;
- developing subsequent learning programs;
- reporting student achievement to parents;
- whole-school and system planning, reporting and accountability procedures;

Assessment procedures must therefore be fair, valid and reliable.

2. Assessment Guidelines

- Senior School student assessment has guidelines set by the School Curriculum & Standards Authority. Adherence to these parameters is mandatory.
- A subject outline and clear assessment guidelines for all courses must be provided to students at the commencement of the learning program.

3. Student Responsibilities

- complete the prescribed work requirements in each subject by the due date;
- complete all assessment tasks described in the subject outline;
- maintain a good record of attendance, conduct and progress. A student who is absent for five periods or more per term for each subject is deemed to be at risk. This includes any absences for sickness, personal and family commitments, excursions or other out of class activities.
- in advance if possible, initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

4. Staff Responsibilities

- develop a teaching/learning program that adheres to current School Curriculum & Standards Authority guidelines;
- provide students with an “overview and assessment guidelines” at the commencement of the subject;
- ensure that assessments are fair, valid and reliable;
- maintain accurate records of student achievement and assessment;
- meet school and external timeframes for assessment and reporting;
- inform students and parents of academic progress as appropriate;
- when a student is in danger of receiving a U (for Unfinished – Year 11) or an E grade, the teacher will advise the parents of the seriousness of the situation via a Letter of Concern.
- mark and return work/assessments in a timely manner.

5. Parent Responsibilities

- monitor progress and make contact with the school/subject teachers as required;
- attend parent information and report evenings;
- encourage and support their child to realize their potential.
- Ensure contact details are accurate and up to date.

6. Absence from Class/Missed Work

(a) General

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 and thus will be deemed as unable to be assessed, or assessed as failing. Absences from class include sickness, excursions, personal and family commitments, fund raising activities, production rehearsals, music lessons and any other reason for being out of class.

(b) Specially scheduled assessment tasks

Absence from a specially scheduled assessment task (including tests and examinations) must be explained by one of the following:

- medical certificate
- a letter from the parent (confirmed by a telephone call) covering sickness or extreme circumstances may be accepted on the first occasion. However subsequent occasions will require a medical certificate or Head of Learning Area / Teacher parent meeting.

A medical certificate supplied to the class teacher will be considered satisfactory explanation. However, a letter from a parent will need to go to the Head of Learning Area or Teacher-in-Charge for validation and verification where no medical certificate is available.

Where possible:

- satisfactory explanation of the absence will enable the student to complete that assessment task or a similar task and gain credit
- advance notification of absence is required.
- In cases where a student is unable to attend school to complete a specially scheduled assessment task, and where appropriate supervision can be provided and assured, the student may be given permission to complete that task in an alternative venue (eg in a hospital).
- In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task, or alternative arrangements cannot be made, the student will receive a zero for that assessment.

The School's Principal and/or Associate Principals will be the final arbiters in matters concerning absence and missed work.

(c) Prolonged Absence

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 program. It is the responsibility of the student to maintain regular contact with the school throughout the absence to enable this to occur.

(d) Examinations

- Absences from an examination must be explained by a medical certificate with prior notification by letter or telephone call from the parent/guardian.
- The school, through the Principal will advise of a suitable alternative arrangement.
- Participating in a family holiday will not be accepted as a valid excuse for non attendance at an examination.

7. Changing Courses

- (a) Generally, students cannot be given credit for work not completed in the course. However, where possible:
- students will be given the opportunity to complete assessments missed and gain credit (Wednesday Period 5 attendance required).
 - recognition of comparable achievement will be given and gain credit.
- (b) All course changes are subject to the ability of the school to provide for the change, and must have written support of parents. Course changes must be organised through the Associate Principal or a member of the school administration nominated by the Principal.
- (c) Senior School course changes should be completed by the end of Week 5, Term 1, except in exceptional circumstances.
- (d) In accordance with the School Curriculum & Standards Authority WACE Activity Schedule, the last date for enrolment of students generally is Week 6, Semester One for Year 12s. Year 11 students cannot change units after Week 5, Semester One.
- (e) Where a student changes school during a school year, credit for the completion of work in the same subject will be given upon the student and/or previous school supplying appropriate evidence.
NB: (a) as above.

8. Late Work

(a) General

A subject outline and assessment schedule should be provided to each student at the commencement of the course. Due dates are to be clearly outlined in the assessment schedule and adhered to. Where adjustments are made to the assessment schedule, it should be done so in close consultation with all students and clearly publicised. It is a teacher's responsibility to manage the assessment schedule. It is a student's responsibility to submit assessed work on time. Parents/guardians will be notified in cases where concern for a student's progress emerges. The teacher may accept the assessment and apply the following penalties:

1 day late	2 days late	3 days late	More than 3 days late
– 20% penalty of awarded mark	– 40% penalty of awarded mark	– 50% penalty of awarded mark	More than 3 days late: assessment may be accepted and penalties applied at the discretion of the administration,

NEW ADDITION REPLACES 'NO'

(b) Extensions

A student may apply to the HOLA for an extension to the due date for an assignment before the due date. Extensions may be given at the discretion of a HOLA in cases of illness or significant personal problems. If a student does not apply for or receive an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

9. Failure to Submit Work

A student who fails to submit a piece of work that is part of the assessment program cannot receive any credit for that piece of work. An appropriate notation will be made in their assessment records and the parents notified by the teacher via a Letter of Concern. It is possible that the student may be offered a chance to complete a similar task at a later date to receive a grade, as long as the student can provide an acceptable reason for their failure to submit the original piece. Each case will be judged on its merits by the teacher/ Head of Learning Area concerned using their stated Course Assessment Guidelines.

10. Cheating, Collusion and Plagiarism

- Students shown to have cheated in assessed work or in examinations will not receive a mark for that task.
- If work that is not the original product of that student is submitted for assessment, it will be either awarded zero marks or not assessed
- Collusion is when a student submits work that is not their own for assessment.
- Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, a work is essentially copied.
- At the teacher's discretion the student may be given the opportunity to submit a similar assessment.

11. Examinations

(a) Regulations

When attending examinations, students must adhere to the regulations that pertain to that examination.

Regulations will be issued with the examination timetable.

Infringement will result in an appropriate penalty.

(b) Attendance

Students should attend scheduled examinations. In exceptional circumstances, special arrangements may be made through the principal. Participating in family holidays will not be accepted as an exceptional circumstance.

12. Students with Special Needs

The school will ensure that students with special needs are catered for in an appropriate way and in accordance with School Curriculum and Standards Authority guidelines.

13. Additional Opportunity to Complete a Task

In accordance with School Curriculum & Standards Authority guidelines students may be provided with an additional opportunity to complete a task if:

- the teacher agrees that it is feasible;
- the student has attempted other assessment tasks but required an additional opportunity to demonstrate achievement of an outcome;
- the Head of Learning Area agrees that it is feasible and desirable to provide an additional opportunity, so that a student may achieve a passing grade.

14. Reporting

Students will be kept informed of their progress throughout their enrolment in a subject. Teachers will assess completed tasks, and relay assessment information to the student promptly. Parents will be informed about a student's progress regularly.

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

- their not completing the course
- not achieving their potential and/or
- failure via a Letter of Concern.

15. Completing Course Requirements

(a) WACE Courses

An essential part of meeting the **course requirements for WACE Course units involves completing all the assessment requirements for the course.**

Therefore, in accordance with Section 6(b):

- If an assessment task is not submitted on the due date, a mark will not be awarded.
- If the work is submitted later than the due date, without an adequate explanation, the work will be accepted and reviewed so that feedback can be provided to the student, but it will not be graded.
- Non-submission of work by the due date will be regarded as evidence that the student is not meeting the course requirements.
- When a student is in danger of receiving a D or an E grade, the teacher by Letter of Concern will advise both the student and the parents of the seriousness of the situation.
- In a situation where it appears likely that the student will receive a U or E grade, it may be possible, in some circumstances and at the discretion of the Head of Learning Area or Teacher-in-Charge, for a student to be given the opportunity to complete a suitable replacement task, specified as appropriate by the subject teacher, in order to gain credit towards the course completion requirements. Generally, this arrangement can only be made within the current academic year.

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