

## STUDENT INFORMATION re ASSESSMENT IN YEAR 7,8,9,10

### Summary of Major Points

1. Students will be provided with the opportunity to attempt all tasks.
2. Other than in exceptional and justifiable circumstances, tasks submitted late will be penalised.
3. For all courses, tasks submitted later than 5 days after the due date will be awarded a '0'.
4. Students who for some acceptable reason cannot complete a task on time, must negotiate with their teacher before the due date to either:
  - a. Organise an extension.
  - b. Complete a supplementary or alternative task.
- 5 Any form of cheating will not be tolerated.

### Subjects completed will result in a grade of A, B, C, D or E being awarded as follows:

GRADE	INTERPRETATION
A	Excellent achievement
B	High achievement
C	Satisfactory achievement
D	Limited achievement
E	Inadequate achievement

### At the commencement of the year, students shall be advised in writing of:

- ◆ The school's general policy on assessment. (This document.)
- ◆ The assessment program for each subject.

### The assessment program for each subject will include:

- ◆ An overall course outline.
- ◆ A schedule of the assessment tasks and the assessment weighting of each task.
- ◆ The approximate or exact timing of each task.

### Scheduled assessment tasks

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

- Medical Certificate
- Telephone call or letter from parent

Satisfactory explanation of the absence may enable students to complete that assessment task or a similar task and gain credit. Wherever possible, advance notification of absence is required.

Where there is no satisfactory explanation of an absence from a scheduled assessment task or alternative arrangements cannot be made, the following will apply:

For all courses – **mark of '0'** will be awarded for the task. This mark will then use the marks for all other tasks when calculating the numerical school assessment for the subject/course.

### Late submission of work

- ❑ For a task to be considered for assessment, it must be submitted in accordance with the schedule provided. Other than in exceptional and justifiable circumstances a task submitted late:
  - ➔ In all courses, the task will be penalised **10% of the possible marks** per day for 5 days after which it will be awarded a '0'.
  - ➔ After 5 days, the task will no longer be accepted for assessment, but must still be submitted for subject completion.
- ❑ Students absent on submission date must submit the work on the date of their return to school. Assessment of this work will be at the discretion of the school (if accompanied with a medical certificate or other suitable and acceptable explanation).

### Extension for submission of tasks

Generally, it will not be possible for students to seek an extension of deadlines. In cases where work is not submitted on time, teachers will make their judgement on the evidence available.

Extensions may be given at the discretion of teachers in cases of illness or significant personal problems. If students do not apply and receive an extension, the consequences will be the same as for missed work without an acceptable explanation

### Authenticity of student work

Where it has been shown that students have cheated, colluded or plagiarised any part of or all of a task, **the task or parts of the task will not be assessed**. For the purposes of subject completion, students will need to repeat the task to be awarded a '0'.

Students shown to have cheated or been involved with collusion or plagiarism in assessed work on in examinations will not have that work accepted as valid evidence of their achievement.

Collusion is when students submit evidence of achievement that is not their own work for assessment.

Plagiarism is when students use someone else's words or ideas without acknowledging that they have done so.

### **Examinations, Tests, In Class Assessments**

#### **Rules**

When attending examinations, students must adhere to the rules of that examination. Details of rules will be issued with the examination timetable. Infringement of rules could result in a penalty.

Mobile devices are not permitted during these assessments; any student who does not comply with this policy will be given zero for that assessment.

#### **Attendance**

Students must attend scheduled examinations and tests at the times scheduled. If a student is unable to sit for a test/examination on the scheduled date, the school must be notified immediately and a satisfactory explanation given (a medical certificate will most often be required).

**WARNING! Participating in family holidays will not be accepted as an exceptional circumstance.**

Where students change school during a school year, credit for the completion of work in the same subject/course will be given when students and/or previous schools supply appropriate evidence.

### **Completion of additional/supplementary tasks**

Students with an incomplete assessment program may be allowed to complete an additional or supplementary task in order to receive a grade and/or avoid a 0. This must be negotiated with the teacher first.

Students wishing to be given an additional opportunity to attempt a task must approach their teacher with the request. The final decision whether to provide an additional opportunity will rest with the Head of Learning Area/Teacher-in-Charge.

A request to be allowed to complete an additional/supplementary task **will only be considered if:**

- Students have worked consistently throughout the year.
- Students have completed all the other assessments tasks.

### **Scheduled assessment tasks (e.g. in-class tests, oral presentations)**

Students who are absent on a day they are due to sit/present a scheduled assessment task will require a medical certificate or other adequate written explanation acceptable to the school. If no satisfactory explanation is supplied, the task will not be assessed. However, the task must be completed in order to remain eligible to receive a grade.

**Students cannot simply complete all assigned tasks at the end of the year and expect that these will be assessed. These tasks will be considered late and will not be assessed.**