

Assessment Policy

Rationale

Assessment programs are an integral part of the teaching and learning cycle. They are required to assess what students know and can do, inform and improve teaching practice, help students achieve the highest standards they can within their capabilities, and provide meaningful reports to parents/carers.

Aims

- To enable a student to assess his/her learning and to provide information which may be used to assist the learning process.
- To enable teachers and students to modify teaching/learning programs to improve student learning and better meet student needs.
- To provide students and parents/carers with student achievement information.

Implementation

- Assessment is a continuous process.
- Consideration is given to balancing work load.
- A variety of assessment instruments will be used in each subject. These will provide a range and balance of assessment practices. Types of assessment may include:
reports, take home and in-class assignments, short answer tests, formal tests, items of work.
- Assessment will take two forms: formative and summative. Work programs will specify the part played by these two types of assessment. *Formative assessment* information is used to focus teaching and highlight individual learning needs. *Summative assessment* is a cumulative process used, primarily to determine achievement levels for reporting processes.
- All judgments for levels of achievement will be based on student responses to assessment instruments using standards associated with criteria.
- All judgments will be documented and feedback will be provided for students.
- The principle of “fullest and latest” is used to determine global exit achievement levels.
- Our school will progressively develop ILPs for all students in consultation with students, parents and where appropriate, with others with specific expertise.
- Self-assessments, by “at risk” junior students, against individual goals listed in their ILPs, will feature in our assessment regime.
- The school will assess the achievements of students with disabilities and impairments in the context of the curriculum. Program support groups will help develop individual student profiles containing learning goals in each key learning area for each student. Progress towards learning goals will be assessed and reported by the program support group.
- Junior school English, Maths and Science and History teachers will use criteria and standards aligned with the Australian curriculum. All other subjects will continue to use the QCAR Assessment and Reporting Framework. In the senior school, judgments are to be made using standards and criteria associated with exit criteria for each QSA syllabus. VET policies in the senior school are to be implemented.

Specific Procedures

- Heads of Department, in conjunction with teachers, arrange the program of assessment which is aligned to syllabus and work program requirements.
- A calendar of assessment for all year level subjects is published at the beginning of each semester and made available on the school's website.
- Each student will have a folio of assessment and a profile of assessment for each subject studied. Students will see their profile and folio each time a new assessment item is to be added.
- All assessment instruments must include task/criteria sheets with appropriate standards attached.

Assignments and Take Home or In Class Assessment Tasks

- The completion date constitutes the end of the relevant period on that day. If there is no scheduled class on the due date, the assignment must be handed in to the relevant teacher by 3.15pm that day. Any variation to this is at the discretion of the relevant Head of Department.
- Students may apply for extension if special circumstances apply. Students must apply *before* the due date to the appropriate Head of Department, using an extension request form. The Head of Department will consult with the class teacher before completing the extension request form. For year 11 and 12 students, this form is then presented to the Principal by the student. Extensions will only be approved by the Principal in exceptional cases such as extended illness (with a medical certificate or parent communication). Please note that the Principal makes the final decision on extensions for Years 11 & 12. Heads of Department make decisions in consultation with the classroom teacher for Years 7 – 10.
- If students are absent on the due date and they have not already submitted the task, they should convey the work via a friend or relative, otherwise a phone call from home is required explaining the absence and reason for the late assignment.
- When an extension is approved, the work will be judged in accordance with the standards associated with the exit criteria for the subject.
- When the task is submitted late and no extension has been granted, the class teacher will make a judgment based on the evidence available on or before the due date (e.g. draft work). This will be the result recorded. The student is still required to complete the assessment piece. When the complete work is submitted, feedback will be given.
- In cases of non-submission of a student's response to an assessment task, standards will not be awarded when there is no evidence available.

Plagiarism

Student's work must be their own. Plagiarism of any kind is unacceptable and will result in:

- Student work being marked and graded appropriately depending on the nature and scope of the plagiarism. Parents/carers will be notified of the situation and the final decision.

Other consequences may apply depending on the nature and severity of the plagiarism. This will be up to the discretion of the HOD in consultation with the Deputy Principal and/or Principal.

Teacher monitoring of student work (especially draft assignments) should help alleviate any plagiarism. Please refer to the school's plagiarism policy.

Supervised Exams – Student Responsibilities and Consequences

1. All students are required to participate in all tests/examinations.
2. Students are required to wear full school uniform during the examination session as per the uniform policy.
3. Students are to arrive 10 minutes prior to the commencement of the test/examination. A roll will be marked for each test/exam session.