

EDUCATION - ASSESSMENT POLICY (TEACHERS, PARENTS AND STUDENTS)**1.0 RATIONALE**

At Mandurah Catholic College we ensure that all students complete work in a timely manner in order to develop and demonstrate the skills that are required for their success, now and the future. We will work with students and parents to ensure work is completed and endeavour to assist students in managing their time, thus preventing them from becoming overloaded by missed or late assessment tasks.

We ensure that assessments are valid, explicit and fair for the target group. The classroom teacher is responsible for guiding students through the process of task development, supporting the student to improve their skills. This will involve good communication between the class teacher, student and parent. Assessment is not just about measuring achievement but also about developing skills for life.

It is expected that through the assessment policy that students will be accountable and responsible for the completion of their best standard of work, which is presented in a timely manner. In doing this we help develop a strong sense of achievement and pride in their work and themselves. All work presented by students must be their own and not copied from other students or sources such as internet.

Our philosophy is consistent with that of the School Curriculum and Standards Authority and is in line with its grading procedures. The number one priority of the College is clearly educational.

Please Note:

- *Please be aware that term and end of year breaks are designed for family holidays. Removing Students from school during lesson time, for the purpose of holidays, impacts on your child's learning and the capacity of teachers to effectively deliver their programs.*
- *Should you request a holiday outside of term breaks it will either be judged acceptable or unacceptable. An example of an acceptable absence from school would be representation at State or National sporting events. An example of an unacceptable absence from school would be the choice of a holiday outside of school breaks. The decision to take your child out of school rests with you but it may impact on assessments and learning.*
- *Teachers have no obligation to supply students with work whilst away. All students have access to SEQTA so they can keep up to date. Assessment should be handed in prior to leaving or extension forms submitted depending on request being validated. Tutoring is also available, should you wish to use this opportunity when you return.*
- *With the Western Australian Curriculum and increased assessment of children, any absence is going to disrupt your child's education. Please do try to arrange future holidays within the official school closure dates to avoid further interruption to your child's education. Secondary students may incur a mark of zero for invalid absence during assessments.*

2.0 PROCEDURE**Staff Responsibility -**

At the beginning of each year staff will ensure that students in Senior School are issued with:

- An outline of the course including program and assessment dates. This will be flexible enough to allow for timely completion, bearing in mind other school commitments.
- The School Curriculum and Standards Authority Syllabus for Year 11 and 12.

Staff should ensure that students are clearly informed of the expectations placed on them should they not comply with this policy in regards to submission of work and attendance at assessments. Assessments should be done in class wherever possible so that the validity of the assessment can be better monitored. Generally one week's notice will be given for each assessment.

Parallel classes need to have common assessments and courses of study or it should be clearly articulated to students and parents that it is a different course.

Marking keys and rubrics for assessment task need to be made available to students (if applicable) as part of their review process after all students have completed the assessments.

For assessment tasks which are developed over an extended period students will be assisted by a timeline which will assist with the development of the assessment task.

Assignment Due Date

Teacher is to inform students of the due date and time eg, in lesson, end of the school day, 11.59pm.

Assessment Cover Page

Mandurah Catholic College has an assessment cover page for teachers to use if applicable.

Late Submission of Assessed Work with Extension

Students need to ensure that all tasks are submitted on time to their teacher.

If a student is unable to meet the assessment deadline they must apply to the appropriate Head of Learning Area, prior to the due date for an extension using the extension form. The student and HoLA in consultation with the classroom teacher (where applicable) will negotiate a revised submission date.

This extension form must be attached to the front of the assignment and must be signed by the parent at the time of submission. The College Assessment Cover page should also be attached. **HoLA are asked to forward these extension applications to the Head of Year once the assessment is completed.**

Assessment Not Submitted on Due Date (except Certificate courses)

A day is referred to as a calendar day

- Day 1** 10% off student result.
- Teacher to record in SEQTA and follow the steps accordingly
- Day 2** 20% off student result
- HOLA to speak to student (if possible)
- Day 3** 30% off student result
- HOY to speak to student (if possible)
- Day 4** 40% off student result
- Teacher to email DT&L, HOLA and HOY
 - DT&L to contact parents (if possible)
- Day 5+** 50% off student result
- Teacher to send student to Student Reception
 - Teacher to complete 5th Day Assessment Form
 - Student to complete assessment in Learning Hub
 - Student to return to normal class
 - Student to submit assessment to teacher

Teacher to email HOLA or HOY or DT&L once an assessment is submitted.

Assessment Not Yet Completed to a Satisfactory Standard for a Certificate Course

Once the assessment is completed, submitted, marked and returned to the student, a student has five (5) days to resubmit. Students will be given two (2) opportunities to achieve a satisfactory result within this time frame. Procedure for failure to submit assessment :

A day is referred as a calendar day

- Day 1** SMS and alert HOLA
- Day 2** Alert HOY
- Day 4** Alert DT&L
- Day 5+**
- Teacher to send student to Student Reception
 - Teacher to complete 5th Day Assessment Form
 - Student to complete assessment in Learning Hub
 - Student to return to normal class
 - Student to submit assessment to teacher

Extensions for in class assessment/tests

Students will not be given extensions for in class assessments/tests unless the teacher feels that the student has been severely disadvantaged by no fault of their own. Work that is submitted electronically will be marked as per the date received in the school email system.

Student absence on due date

If a student is absent from school on the day an assessment is due to be handed in, a parent or guardian must supply a signed note explaining absence to the class teacher ASAP. If this is not done then normal process for assessment not submitted will apply.

In the advent that a student does not submit or turn up for an assessment without a valid reason, then the Assessment Policy rules apply. The student and /or parent needs to have an interview with the DT&L.

Student absence on due date due to school event

Students who are at school before attending a special school event must **submit all assessments due that day prior to attending the event**. Failure to do this will mean that normal late assessment procedures will apply.

Missed In-class Assessment

Students are expected to be in attendance for all In-class assessments.

If a student is absent for an assessment they should be prepared to complete the assessment **immediately** upon their return to school. Teachers can use their professional judgment if the student cannot complete the in class assessment.

If a student is absent from school for an assessment a parent or guardian must supply a letter to the classroom teacher explaining their absence or they must produce a doctor's certificate.

Missed In-class and External Assessments due to extended absence

If an assessment is missed due to **long term absence** the class teacher is to communicate with the **Deputy of Teaching and Learning** to discuss how the assessment program will be managed for this student.

Resubmission of Work

When a student submits an assessment that does not meet the requirements of the task and a grade cannot be awarded, they are required to re-submit that assessment.

When this occurs the students will be given one week to re-submit. A letter of concern will be sent to parents, Head of Year and Head of Learning Area advising of the situation. The student will receive no higher than a C grade or pass mark for the re-submitted work. If students fail to re-submit within the allocated time, or submits work deemed to be substandard by the teacher, then Day 5 of the Assessment Not Submitted process will apply. **Students will not be able to re-submit an assessment merely because they are not satisfied with the mark or grade awarded.**

Cheating/Plagiarism

If cheating or plagiarism occurs in any assessment then the **HoLA** will be informed and a decision will be made by the **HoLA** in negotiation with the teacher. Students who allow their work to be copied will receive the same penalty. Marks will only be awarded to work completed by the student. Any severe case of cheating/plagiarism will be reported to the Deputy of Teaching and Learning.

Consequences for plagiarism

- The work that is plagiarised will not be accepted and the decision to award the mark/grade/ outcome will be made upon the remainder of the work.
- A teacher can refuse to accept any part of the work if the plagiarism is judged as a serious issue and **0%** will be awarded for the assessment.

3.0 PRINCIPLES

Students with a Disability

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant Head of Learning area/teacher-in-charge responsible for the course.

These adjustments will be consistent with those described in the *Authority's Guidelines for disability adjustments for timed assessments*, which can be accessed from the Authority website. Adjustments, depending on the individual students' education needs, can include special equipment, provision of a scribe, or additional time to complete the task.

Students who are unable to complete an assessment task because of their disability will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

Retention and Disposal of Student Work (ATAR and VET Courses)

Students are responsible for retaining all of their marked written assessment tasks. The college will retain all non-written assessment tasks (typically as audio or video recordings or digital products). This material is required by the teacher when assigning grades at the completion of the pair of units and may be required by the Authority for moderation purposes.

To assist students, the college establishes an assessment file for each student for each course/program. The file holds all marked written assessment tasks. Students will have access to this file for revision purposes. The college retains the files until the marks have been accepted by the Authority. The written assessment tasks are available to students for collection after that time. All materials not collected by the end of the school year are securely disposed of by the college. All recorded evidence of performance for non-written assessment tasks is deleted/erased at the end of the school year.

The College will not use the materials for any other purposes without the written permission of the student.

Externally Set Task

All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course. The EST is included in the assessment outline for the pair of units.

This assessment task has a weighting of 15% of the final mark for the pair of units. The EST is a 50 minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class under standard test conditions.

Where a student does not complete the EST they will be required to complete the task at the first available opportunity (generally within two days of the student's return to school). If this is not until after the date that the Authority requires the college to submit the EST marks then the College will determine if the reason for non-completion is acceptable and if not acceptable the student will be allocated a mark of zero. If the reason is acceptable to the College the teacher will:

- decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential), or

not require the task to be completed and re-weight the student's marks for other tasks.

Role of Head of Year (HOY) in the Assessment Policy

The Head of Year will monitor the progress of students in regard to this assessment policy and will intervene if a student is developing a pattern of non-compliance. They will then work with students who become a concern due to their ongoing inability to comply with this assessment policy.

Loss of Academic Standing is imposed by Head of Year in consultation with parents and Deputy of Pastoral Care when students reach four late assessment tasks.

Role of Head of Learning Area (HOLA) in the Assessment Policy

The Head of Learning Area will monitor and support staff and students within their department with assessment issues. They are to ensure that all staff have adequate recording processes for assessment issues.

Role of Deputy Teaching and Learning (DT&L) in the Assessment Policy

The Deputy of Teaching & Learning will monitor the overall assessment policy within the College. Inform parents of the assessment policy.

Role of Teachers in the Assessment Policy

Classroom teachers need to be aware of the assessment policy.

Record this absence in SEQTA and follow the steps accordingly.

Email DT&L if a student has not submitted an assessment on Day 4.

Email HOLA, HOY and DT&L once an assessment is submitted after the due date.