



Mandurah Catholic College 2016 Assessment Policy

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 in 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.

Procedure

Staff Responsibility

At the beginning of each year staff at the College 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 Head of Learning Area 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. **Heads of Learning Area 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

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| Day 1 | 10% off student result. <ul style="list-style-type: none">• Teacher to record in SEQTA and follow the steps accordingly |
| Day 2 | 20% off student result <ul style="list-style-type: none">• HOLA to speak to student (if possible) |
| Day 3 | 30% off student result <ul style="list-style-type: none">• HOY to speak to student (if possible) |
| Day 4 | 40% off student result <ul style="list-style-type: none">• Teacher to email DT&L, HOLA and HOY• DT&L to contact parents (if possible) |
| Day 5+ | 50% off student result <ul style="list-style-type: none">▪ DT&L to send student home▪ DT&L to email teacher, HOLA and HOY▪ Student to see DT&L (or delegate) prior to entry to class▪ DT&L to collect assessment▪ DT&L to email teacher, HOLA and HOY about assessment collected▪ Student return to class |

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+ Student sent Home or removed from class until completed

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 the assessment is missed due to **long term absence** then 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 **Head of Learning Area** will be informed and a decision will be made by the **Head of Learning Area** 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.

Student absence due to Holiday

The end of term and end of year breaks are design 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 **valid** or **invalid**. An example of a valid absence from school would be representation at State or National Sporting events. An example of an invalid 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 the parents/guardians 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. Assessments should be handed in prior to leaving or extension forms submitted depending on requests been validated. With the Australian Curriculum and increased assessment of students, any absence is going to disrupt a students education. The College encourages families to arrange future holidays within the official school closure dates to avoid further interruption to your child's education. Students may incur a mark of zero for invalid absence during assessments.

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 to collect student if no assessment is submitted after day 4.

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.