

Senior School Assessment Policy

This policy is provided to all senior school students at Coodanup College and is based on School Curriculum and Standards Authority (www.scsa.wa.edu.au) requirements. Adherence to these requirements is mandatory.

Assessment Guidelines

- This policy covers the assessment of all learning areas of the Year 10 Australian Curriculum courses and all Western Australian Certificate of Education (WACE) courses at Foundation, General and ATAR levels. It also covers all Vocational Education and Training (VET) courses.
- The College will provide access to each syllabus via the College website and a hard copy will be available in every subject specific classroom.

Student Responsibilities

- Bring all necessary equipment to class.
- Attempt all in-class assessment tasks and submit all out-of-class assessment tasks by the due date.
- Maintain a good record of attendance, conduct and progress. If you are absent for five periods (within any subject) or more in a term, you will be deemed at risk.
- Initiate contact with teachers concerning absence from class; missed in-class assessment tasks; requests for extension of the due date for out-of-class assessment tasks; and, other issues pertaining to assessment.
- Notify your teacher of any special needs you may have that may impact on your ability to achieve Units of Competency (UoC) in Vocational certificate courses (VET).
- Provide the school with a Unique Student Identifier (USI) for enrolment in VET certificate courses.
- Sign and date the curriculum and assessment checklist.
- Provide a written request, signed by a parent/guardian if an assessment review is required.

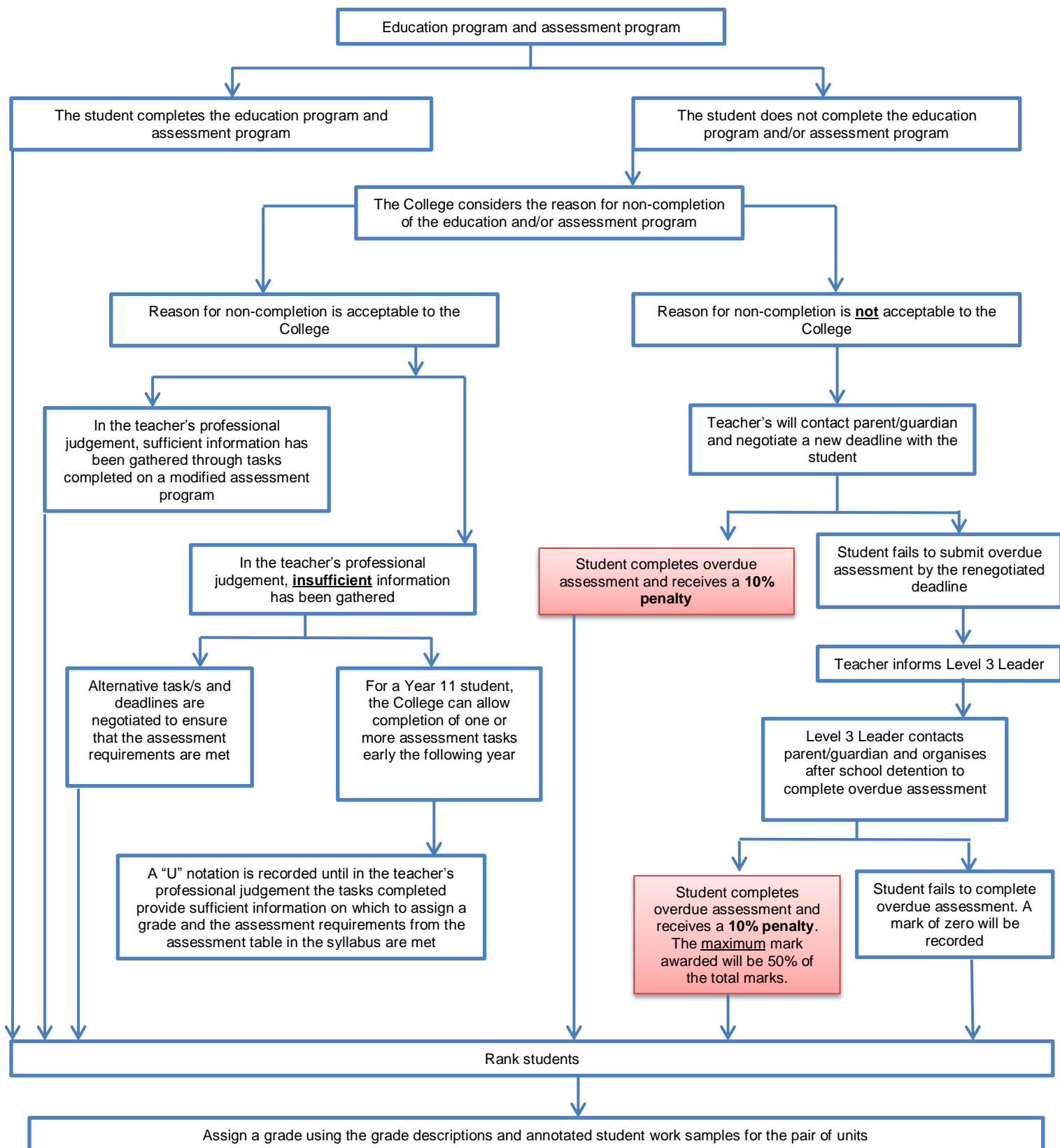
Teacher Responsibilities

- Develop a course and assessment outline that adheres to current SCSA guidelines, to be submitted to the Senior School Deputy Principal digitally by the end of Week 4 Term One.
- Provide students with a course and assessment outline and ensure a hard copy of the syllabus is available in the classroom.
- Ensure that assessments are fair, valid and reliable.
- Utilise Reporting to Parents to record assessment performance and update this each time an assessment is completed and marked to ensure the College has the most up to date information on student achievement and progress at any given time.
- Provide a course mark and grade at the end of each semester and a predicted grade at the end of semester 1 for Year 12 students.
- Retain the original copies of student's assessments for consensus and moderation purposes.
- Inform students and parents of academic progress as appropriate, including failure to submit or complete a task on time or poor performance on a task. Initial contact and subsequent contacts, whether by letter, email, phone or text must be recorded in SIS.
- Inform Level 3 Leader and Year Coordinator at point of concern of any student who is deemed unlikely to achieve a grade C or better.
- Report student achievement of UoC's to the partnering Registered Training Organisation to obtain statements of attainment and/or qualifications.
- Provide curriculum and assessment checklist for students to sign as proof that they have received mandatory documents.
- Ensure that students with special needs are catered for in an appropriate way and in accordance with SCSA guidelines.
- Keep accurate records of any assessment deadlines that have been re-negotiated with a signature from the student to confirm the agreement.
- If deemed necessary, the teacher may change the course and assessment outline. Parents and students will be notified and they will be reissued and signed for.

Absence

Extended periods of absence will result in lower levels of achievement. Absences may result in you not fulfilling the requirements of the course and be deemed as "unable to be assessed". Potential level of achievement will not be considered. Absence from a specially scheduled assessment task (including tests, examinations and practical activities) must be accompanied by an acceptable explanation. This will enable the student to complete that assessment task or a similar task and gain credit, or to waive that task and adjust the assessment outline as appropriate. Where possible, advance notification of absence is required.

Completion Requirements



Late Work

The student must see their teacher at least **24 hours** prior to the submission date to negotiate an extension. Extensions will be given at the discretion of the teacher. If work has not been submitted by the due date and no acceptable explanation has been given, refer to the flow chart above with regard to the penalties highlighted in red.

Retention and disposal of student work

The College will retain all assessment tasks. Students will have access to this file for revision purposes. This material is required by the teacher/s when assigning grades at the completion of a unit or pair of units and may be required by

SCSA for moderation purposes. The use of the materials for any other purposes requires the written permission of the student. (Usually after 3 months)

The College retains the files until the marks have been accepted by SCSA and until the appeal process is over. The written assessment tasks and/or folios are available to the students for collection after the marks have been accepted. All materials not collected by the students by the end of the grievance period will be securely disposed of by the College.

Cheating, Collusion and Plagiarism

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- identical or similar material to the work of another person;
- identical or similar material to a published work unless the source is acknowledged in referencing or footnotes.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Level 3 Leader. As part of this process, the student will be provided with the right to reply and the parent/guardian will be informed. If it is demonstrated beyond a reasonable doubt that a student has cheated, colluded or plagiarised one of the following penalties will apply:

- a mark of zero if the whole assessment task is deemed to be plagiarised, or
- a mark of zero for part of the assessment where the teacher can identify the part of the assessment task that has been copied or plagiarised.

Examinations

When attending examinations, students must adhere to the regulations that pertain to that examination, which will be issued with the examination timetable.

If a student does not attend an examination through sickness, a medical certificate must be provided and their school assessment mark will be based on the remaining completed work.

If a student does not attend an examination due to personal circumstances, cultural beliefs or a disability and/or specific disability, the reason must be assessed by the Senior School Deputy and if deemed acceptable their school assessment will be based on the remaining completed work.

A student who does not supply appropriate evidence will be awarded zero for the examination with no further opportunity to sit it.

Externally set tasks (EST) are compulsory for all students enrolled in Units 3 and 4 General and Foundation courses and are administered by the College under standard test conditions. The same rules, procedures and penalties used for other assessment tasks will be applied.

Online Literacy and Numeracy (OLNA) tests are compulsory if a student has not achieved Band 8 in NAPLAN or achieved a Level 3 in a previous OLNA assessment. A medical certificate will need to be provided for special consideration to be made for the opportunity to re-sit.

Grading

Schools report student achievement in completed ATAR, General and Foundation courses in terms of grades. The grade assigned describes the overall achievement of a student for the completed pair of units (or unit, where a single Year 11 unit is studied). Each grade is judged by the teacher with reference to a set of pre-determined standards. These standards are defined by grade descriptions which are included in the syllabus.

Individual assessments are not awarded individual grades as grades are only assigned at the completion of a pair of units (or, where a single unit of a Year 11 unit is studied). A ranked list of all students marks are generated across each class within a subject area and grade cut-offs are established through internal consensus and moderation.

Students who transfer between courses/units and schools

Where a student transfers early in the program, the College will:

- provide the student extra work to cover the content of the education program that they have missed, **and**

- have the student complete any missed assessment tasks, **or**
- have the student complete similar tasks (where marked tasks have been returned to other students), **or**
- remove the missed task/s from the assessment outline for this student and adjust the weightings of the other tasks of the same assessment type accordingly, to ensure that the assessment requirements of the syllabus are met.

Where a student transfers late in the program the College will determine:

- if there are exceptional circumstances that require a late transfer
- how the student will complete the educational program (e.g. during private study periods, during school holidays)
- how the student will complete the assessment program (or how the assessment program will be modified for this student but still meet the syllabus requirements)
- the demands that the transfer will place on the teacher of the class into which the student is transferring

If a modified assessment program is developed their teacher must provide that student with an individual assessment outline.

Reporting Achievement

Coodanup College sends out an interim report to all senior school students at the end of Term 1. A formal Semester One report goes out to all senior school students at the end of Term 2. Year 10 and 11 students will receive a second formal report at the end of Term 4.

Year 12 students will be provided with a Statement of Results early in Term 4 which lists the grade for each unit (or pair of units), and where required, the school mark, which was submitted to the School Curriculum and Standards Authority (SCSA). All grades are subject to SCSA approval at the end of the year. The student (and parent/guardian) will be notified of any change that results from a SCSA review.

For all Year 12 students on an ATAR pathway, a statistically adjusted school mark is reported by SCSA on the students final Statement of Results. Details of the process that the Authority uses to adjust the marks submitted by the College are available on the Authority website at:

http://www.scsa.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks

Information about calculating the ATAR for university entry is available on the TISC website at:

www.tisc.edu.au

Assessment Reviews and Appeals

If the College receives a written request from a student (or a parent/guardian acting on behalf of the student) to review their school assessment, the HOLA may:

- organise a case conference to discuss the students concerns;
- give a copy of the students work (with all original marks and notes removed) to another teacher within the school to mark independently;
- liaise with other HOLA's in other schools to moderate the assessment task.

Once this review has been completed the results will be provided to the student and their parent/guardian.

If the College's assessment review does not resolve the students concerns, the student may appeal to the Authority against the College's assessment. Student appeals will not be considered by the Authority until an assessment review has been completed by the school.

An appeal against a student's school assessment must be lodged at the Authority by the student or parent/guardian with the required fee and the school's written assessment review by the end of November. The appeal form is available from the Events and Forms section of the Authority website.