



Byford Secondary College

LOWER SCHOOL ASSESSMENT POLICY - 2018

LEARNING AND ASSESSMENT GUIDELINES

1. Student Responsibilities

It is the responsibility of the student to:

- attend each class prepared to learn and with the required equipment including a charged iPad
- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- maintain a folio of completed work for each subject studied which contains all completed written assessment tasks and to make this file available whenever required by the College
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result)
- 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.

2. Teacher Responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the subject curriculum
- provide students with a curriculum and assessment outline at the start of each year, semester or term
- ensure that all assessment tasks are fair, valid and reliable
- provide students with timely and meaningful assessment feedback, including individual task feedback, whole-class assessment reviews and guidance about how best to undertake future tasks
- maintain accurate and timely records of student achievement in Connect
- meet College and external timelines and deadlines for assessment and reporting
- inform students and parents/carers of academic progress as appropriate, including electronic Letters of Concern and Commendation

3. Parent/Guardian Responsibilities

It is the responsibility of the parent/guardian to:

- encourage your child to attend each class prepared to learn and with the required equipment
- monitor your child's progress through Connect and make contact with subject-specific teachers or Student Services as required
- monitor assessment deadlines and homework tasks through Connect, including on-going revision
- attend parent information and report evenings
- initiate contact with subject-specific teachers and Student Services 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 student attendance and assessment.

ASSESSING STUDENT ACHIEVEMENT

At Byford Secondary College all students are enrolled in a range of subjects across the seven Learning Areas of Mathematics, Science, English, Humanities and Social Sciences, Health and Physical Education, Technology and Enterprise and the Arts. In each subject, a number and variety of assessment tasks occur during the semester or year. Each assessment task provides evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks when assigning a grade at the conclusion of each semester.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Where appropriate, the criteria against which the task will be marked will be provided with the task.

Most tasks are completed in-class. Some subjects may include tasks that are completed out-of-class in which case, student achievement will be validated to ensure authenticity.

Some subjects may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group. Typically this will be identified in the task (or task brief) provided to the students at the commencement of the task.

Students in Year 9 and Year 10 will complete examinations for Humanities and Social Sciences, English, Mathematics and Science. For Year 9 students, these examinations are scheduled for the end of Term 3. Year 10 students will complete two sets of examinations scheduled for Semester One and Semester Two.

Where a student's disability, specific education needs or cultural beliefs will significantly affect their access to an assessment task the teacher may adjust the task in consultation with the relevant Manager of Learning Area responsible for the course.

ABSENCE FROM CLASS AND MISSED WORK

1. General

If a student is absent from class, his/her ability to achieve their potential is diminished. Extended periods of absence usually result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject and thus fail to achieve a satisfactory grade. This in turn may lead to limiting course selection and pathway options in Senior School.

Where a student is unable to attend school for a lengthy period due to illness or injury as supported by a medical certificate, the College will endeavour to provide support to the student's learning program. It is the responsibility of the student and parent/guardian to maintain regular contact with the College throughout the absence to enable this to occur. This communication with individual teachers and access to teaching programs can be maintained through Connect.

2. Acceptable reasons for non-completion or non-submission of assessment tasks

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the College. For example:

- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task (including school examinations and the externally set task) is scheduled
- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.
- approved College excursion or incursion

In such cases the parent/guardian must:

- contact the College before 9.00 am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide either a medical certificate or a letter of explanation immediately upon the student's return to school.

Where the student provides a reason which is **acceptable** to the College for the non-completion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally within two days of the student's return), **or**
- decide on an alternate assessment task (if in the opinion of the teacher, the assessment is no longer confidential), **or**
- not require the task to be completed and re-weight the student's marks for other tasks

3. Unacceptable reasons for non-completion or non-submission of assessment tasks

Events that can be rescheduled or avoided are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test, attending a non-urgent appointment, family holidays). In exceptional circumstances, the parent/guardian may negotiate with the relevant Student Services Manager the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

4. Penalties for non-completion or non-submission of assessment tasks

If a student fails to submit an out-of-class assessment task or attend a scheduled in-class assessment task and does not provide an acceptable reason, the teacher will contact the parent/guardian to discuss the possible impact of the penalty on the student's overall results and negotiate actions to prevent this re-occurring.

Where an out-of-class assessment task is submitted after the due date or is not submitted, and the student **does not** provide a reason which is acceptable to the College, the following penalties apply:

- 10% reduction in the mark (if submitted one school day late), **or**
- 50% reduction in the mark (if submitted two school days late), **or**
- a mark of zero (if submitted more than two school days late or not submitted).

Where an in-class assessment task or examination is missed and the student **does not** provide a reason which is acceptable to the College, the student will receive a mark of zero.

Failure to complete and/or submit work may also result in **loss of privileges or Good Standing** and lead to placement in supervised after-school **homework classes** or **detention**.

DISRUPTION, CHEATING, COLLUSION AND PLAGIARISM

Students must not act in a disruptive manner during invigilated assessment tasks. Invigilated assessment tasks are those completed under timed test or examination conditions which require separated seating and active supervision by the teacher. *Disruption* involves a student behaving in a manner that is distracting to the other members of the class and includes communicating with others (verbal and non-verbal), making attention-seeking noises or moving out of their allocated seat without permission. Students who act in a disruptive manner during invigilated assessment tasks will be removed from the classroom and penalties will be applied.

Students must not cheat, collude or plagiarise. *Cheating* is when a student engages in a dishonest act to gain an unfair advantage for themselves and/or others. *Collusion* is when a student submits work that is not their own for assessment. *Plagiarism* is when a student uses someone else's words or ideas without acknowledging that they have done so (i.e. the work is essentially copied).

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 is:

- prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- copied or downloaded from the internet without acknowledging the source
- paraphrasing or summarising the work of others.

If a student is believed to have engaged in disruption, cheating, collusion or plagiarism, the teacher will refer the matter to the relevant Manager of Learning Area responsible for the course. As part of this process, the student and the parent/guardian will be informed of the suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is found that a student has disrupted, cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

The parent/guardian will be informed by the teacher of the decision made, the penalty and any further disciplinary action.

STUDENTS WITH A DISABILITY

Students with a diagnosed disability, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, will have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant Manager of Learning Area responsible for the course. These adjustments will be consistent with those described in SCSA's *Guidelines for disability adjustments for timed assessments*, which can be accessed from the SCSA 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.

SECURITY OF ASSESSMENT TASKS

Where there is more than one class studying the same course at the College, all or most of the assessment tasks will be the same to ensure student marks are on the same scale. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as collusion and the students will be penalised.

REPORTING

Students will be kept informed of their progress throughout their enrolment in a subject. Teachers will mark completed tasks and relay assessment information and feedback to the student in a timely and meaningful manner, including through the entering of assessment results in Reporting to Parents.

Parents/guardians will be regularly informed about their child's progress through Connect and the College reporting schedule. Parents/guardians may also receive more frequent progress reports by contacting the individual teacher(s) as required.

Parents/guardians will be informed by the subject teacher when it is identified that there is a risk to their child of:

- Not achieving to his/her potential
- Not completing the course and/or at risk of achieving a D or E grade.

The College formally reports student achievement at the end of Semester 1 and at the end of Semester 2.