



**DIANELLA**  
SECONDARY COLLEGE

# 2017 Senior School Assessment Policy

**I n s p i r e   C r e a t e   A c h i e v e**

# DIANELLA SECONDARY COLLEGE

## SENIOR SCHOOLING ASSESSMENT POLICY 2017

The following guidelines have been developed so that students, parents/caregivers and teachers are aware of their responsibilities in the assessment process.

### Overview

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnosing learning difficulties
- adjusting programs to ensure all students have the opportunity to demonstrate the intended outcomes
- developing subsequent learning programs
- reporting student achievement to parents/caregivers
- whole school and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

### Assessment Guidelines

The School Curriculum and Standards Authority (SCASA) sets guidelines for post compulsory student assessment of WACE courses. Adherence to these guidelines is mandatory.

A course outline and clear assessment guidelines for all subjects is provided to students at the commencement of the learning program.

## RESPONSIBILITIES

### Staff Responsibilities

- To provide students with the course syllabus.
- To develop a teaching and learning program that adheres to current SCASA guidelines.
- To provide students with a course outline and assessment guidelines at the commencement of the course, including provision of a schedule of the approximate due dates for all assessments for the course by the end of the second week of each new course cycle.
- To ensure that assessments are fair, valid and reliable.
- To provide timely feedback on achievement for each assessment task, including a marking key.
- To program sufficient and valid tasks for the basis of interim reporting. (eg recommended two assessed tasks for ATAR courses).
- To maintain accurate records of student achievement and assessment.
- To keep student work in an assessment folio at the school as a record of each student's progress. It will be available for parents to view on request, or as required.

- To meet school and external timeframes for assessment and reporting.
- To inform students and parents/caregivers of academic progress or concerns as appropriate.
- To advise the parents/caregivers via a Letter of Concern when his or her child is in danger of receiving a D or an E grade.

### **Student Responsibilities**

- Complete the prescribed work requirements in each course by the due date.
- Complete all assessment tasks described in the course outline.
- Maintain a good record of attendance, conduct and progress. A student who is absent for five periods or more per term for each course is deemed to be at risk. This includes any absences for sickness, personal and family commitments, excursions or other out of class activities.
- In advance if possible, initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

### **Parent Responsibilities**

- Monitor their child's progress and make contact with the school/subject teachers' as required.
- Attend parent information and report evenings.
- Encourage and support their child to realise their potential.
- Ensure contact details are accurate and up to date.
- Communicate with the school in a timely manner any matters that may impact on their child's education (illness, family commitments, learning disabilities etc.).

## **ASSESSMENT INFORMATION FOR STUDENTS**

### **1. Students Who Do Not Complete the Assessment Program**

#### **(a) General**

If a student is absent from class, his/her ability to achieve to their potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may also result in a student not fulfilling the requirements of a course and thus failing.

#### **(b) Specially Scheduled Assessment Tasks**

Absence from a specially scheduled assessment task (including tests and examinations) must be explained by one of the following:

- a medical certificate
- a letter from the parent (confirmed by a telephone call) covering sickness or misadventure may be accepted on the first occasion. However subsequent occasions will require a medical certificate or parent meeting with the Head of Learning Area / Teacher.  
Where possible:
- a satisfactory explanation of the absence will enable the student to complete that assessment task or a similar task
- advance notification of an absence is required

- if a student is unable to attend school to complete a specially scheduled assessment task, and where appropriate supervision can be provided and assured, the student may be given permission to complete that task in an alternative venue (e.g. in a hospital)
- allowances may be negotiated for a student completing courses at a different educational institution
- a similar alternative task may be set at the discretion of the school and teacher/s. if circumstances warrant
- a task may be removed from the assessment outline where the achievement of the student can be based on the remaining tasks.

In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task, or alternative arrangements cannot be made, the student will receive a zero for that assessment and the parents notified by the teacher via a Letter of Concern.

Both students and parents should also be informed that the student may not be able to fulfil the course completion requirements and may be awarded an 'E' grade.

### **(c) Prolonged Absence**

Where a student is unable to attend school for a lengthy period due to injury or illness the school will endeavour to provide for the student's learning needs. It is the responsibility of the parent/student to maintain regular contact with the school throughout the absence to enable this to occur.

The school Principal will be the final arbiter in matters concerning absence and missed work.

## **2. Late Work**

### **(a) General**

A course outline and assessment schedule will be provided to each student at the commencement of the course. Due dates in the assessment schedule are to be adhered to by students. Where adjustments are made to the assessment schedule, it will be done so in close consultation with all students and clearly publicised. It is a teacher's responsibility to manage the assessment schedule. It is a student's responsibility to submit assessed work on time. Parents/caregivers will be notified in cases where there is concern for a student's progress.

#### **(i) Draft Due Dates (if applicable)**

For assessments completed at home, there may be a date given for submission of a draft. This date will be prior to the submission date of the 'in school' assessment. Students will be advised of work expected on this date, e.g. a full pre-submission draft for final editing, a dot point draft with key headings and main points etc.

If the draft is not shown or is not up to the required standard a Letter of Concern will be sent home indicating the due date for the assessment and that the draft was either not shown, not started or had little progress towards

completion. It will also indicate the criteria required to successfully complete the assessment.

**(ii) Due Dates**

For all assessments not completed on time students may incur a penalty of 10 percent each day up to 50 percent and only if practicable for the teacher. Students may also face an enrolment review.

**(b) Extensions**

A student may apply to the class teacher for an extension to the due date for an assignment before the due date. Extensions may be given at the discretion of a teacher in cases of illness or significant personal issues. If a student does not apply for or receive an extension then the same consequences will apply as those that apply for late or missed work when there is no satisfactory explanation of failure to submit work on time.

**3. Failure to Submit Work**

A student who fails to submit a piece of work that is part of the assessment program will not receive any credit for that piece of work. A mark of zero will be made in their assessment records and the parent/caregiver will be notified by the teacher via a Letter of Concern.

Both students and parents should also be informed that the student may not be able to fulfil the course completion requirements and may be awarded an 'E' grade for the course.

**4. Students Transferring Between Schools**

Students who transfer from another school may be able to gain credit for assessments completed at their former school or complete additional assessment tasks in order to achieve a grade. This can be achieved by:

- the teacher or HOLA determining the use of marks from assessment tasks completed at the previous school
- notification to the student and parent/caregiver of any additional assessment tasks that must be completed.

**5. Students Transferring Between Courses/Course Units**

Generally, students cannot be given credit for work not completed in the course.

- Where possible, students will be given the opportunity to complete assessments missed and gain credit or will be given credit through recognition of comparable achievement.
- All course changes are subject to the ability of the school to provide for the change, and must have written support of parents. Course changes must be organised through the Deputy Principal or a member of the school administration nominated by the Principal.
- Senior School course changes should be completed by the end of Week 4 Term 1 other than in exceptional circumstances.
- The school will adhere to the SCASA WACE Activity Schedule for the final dates for enrolment of students.

## **6. Authentication of Student Work**

### **(i) Cheating, Plagiarism and Collusion**

A student must not submit for marking, as original, any work prepared by another person or which has been copied without acknowledging the source. 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. That is, the work is essentially copied.

- Students shown to have cheated in assessed work or in examinations will not receive a mark for that task.
- If work that is not the original product of that student is submitted for assessment, it will be awarded a mark of zero.
- At the teacher's discretion the student may be given the opportunity to submit a similar assessment.

In each case the student and parent/caregiver will be informed of the alleged cheating or plagiarism and have the right of reply during the investigation.

### **(ii) Out of Class Assessments**

With out of class assessments teachers must be satisfied that students do not gain unfair assistance when completing out of class assessments. This will be ensured by:

- validation of the task against an in class assessment
- partial completion of the task at home and partially at school
- teachers documenting stages in the completion of a task.

### **(iii) Group Assessments**

In assessing individual performance on group tasks all students within the group should have the same opportunity to demonstrate the skills and understandings that the task aims to assess. This is achieved by:

- teacher monitoring of group and individual progress
- teachers documenting the stages in the development of a task
- peer evaluation.

## **7. Examinations**

Guidelines for examinations are issued with the Senior School exam timetable.

- The school bases its examination policy on the Authority's rules, procedures and penalties.
- Absences from an examination must be explained by a medical certificate with prior notification by letter or a telephone call from the parent/caregiver. The school through the Principal will advise of a suitable alternative arrangement.
- Participating in a family holiday will not be accepted as a valid excuse for non-attendance at an examination.
- Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be made through the Principal or his/her representative.

## **8. Assessments Affected by a Catastrophic Event**

A catastrophic event may cause a student or group of students to be unable to complete an assessment task. The following procedures will be put into effect.

- Based on completed assessments, the teacher or HOLA makes a professional judgement on the performance of the students affected by the event.
- Where additional assessment tasks are required, the assessment outline is modified and students and parents/caregivers informed of the changes.

## **9. Students with Special Needs**

The school will ensure that students with special needs are catered for in an appropriate way and in accordance with SCASA guidelines. Specifically:

- if a student is unable to complete an assessment task because of a special education need the student will be provided with alternative opportunities to demonstrate acquired knowledge
- if a student with a special education need requires additional assistance to complete a task any arrangements should be consistent with those provided in WACE examinations conducted by SCASA.

## **10. Retention and Disposal of Student Work**

Students must be able to access their work for revision purposes and should be retained by the school until results are accepted by the SCASA.

- Students are responsible for retaining all their marked written assessment tasks.
- Teachers are responsible for retaining all recorded non written assessment tasks.
- Teachers establish an assessment file for each student which contains all marked assessment tasks which can be accessed by students and is returned to the student or securely disposed of once results are accepted by SCASA.

## **11. Grading**

Where the student completes the educational program and the assessment program they will be ranked with other students in the course within the school/moderation group, and have a grade assigned using the grade descriptions for the course.

Where the student has not completed the educational program or the assessment program for a reason acceptable to the school then:

- if in the teachers professional judgement sufficient information has been gathered on a modified assessment program they will be ranked with other students in the course within the school/moderation group, and have a grade assigned using the grade descriptions for the course.
- if in the teachers professional judgement insufficient information has been gathered then alternative tasks and deadlines are negotiated to ensure assessment requirements are met. The student will then be ranked with other students in the course within the school/moderation group, and have a grade assigned using the grade descriptions for the course.

Where the student has not completed the educational program or the assessment program for a reason that is not acceptable to the school, then a mark of zero is recorded for each assessment task not attempted and the student is then ranked

with other students in the course within the school/moderation group and have a grade assigned using the grade descriptions for the course.

## **12. Review and Appeal Processes**

There are processes available to students and their parents/caregivers in the event of alleged inaccurate or unfair assessments.

- Where a student complaint about a school assessment cannot be resolved with the teacher or HOLA, the matter is referred to the Senior School deputy.
- Where a student or parent/caregiver requests a review of school assessment a formal review will be conducted by the Senior School deputy.
- The result of an assessment review will be communicated to the student and parent/guardian in writing also outlining the procedure should the student wish to appeal to the Authority.
- If an assessment review determines that there is evidence of inaccurate or unfair assessment then the school will make the necessary adjustments to the student's results and where appropriate to the results of other students.

## **13. Reporting of Student Achievement**

Students will be kept informed of their progress throughout their enrolment in a course. Teachers will assess completed tasks and relay assessment information to the student promptly. Parents/caregivers will be regularly informed about a student's progress.

- All courses at the school are year-long and thus the marks and grades for both course units are the same.
- The school provides a progress mark and grade for Semester 1 reporting and a final grade and mark for both course units at the end of the year.
- Students will receive an interim report in Term 1, a Semester 1 report at the end of second term, Year 12s a Statement of Results in late October and Year 11s a Semester 2 report at the end of the school year.

Both students and parents/caregivers will be informed when it is identified that there is a risk of the student:

- not completing a course/unit
- not achieving their potential
- failing
- not graduating at the completion of Year 12.