



# STUDENT ASSESSMENT POLICY

**Adopted By:** Principal

**Review Date:** 01/02/2021

**Scheduled Review Date:** 01/02/2022

POLICY CONTROL HISTORY:

Date	Reviewed by:	Amendments/Reviews:
01/02/2021	T. Saunders	<ul style="list-style-type: none"> <li>• Provided guidance on students absent due to school events</li> <li>• Specified absence from examinations that are known in advance must have approval from the College.</li> <li>• Amended headings</li> </ul>
06/04/2021	T. Saunders	<ul style="list-style-type: none"> <li>• Identified who the policy applies to.</li> <li>• Updated to amend deduction of marks for late submissions.</li> </ul>

## SCOPE

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Student assessment guidelines have now been set by Quinns Baptist College and adherence to these guidelines is mandatory. This policy applies to all students years 7 to 12.

It is the student's responsibility to:

- Complete the prescribed work requirements in each subject 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/days or more per term is deemed to be at risk
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

## FAILURE TO COMPLETE THE ASSESSMENT PROGRAMME

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Non-completion of the assessment program can occur in the following ways:

### Acceptable reasons

Acceptable reasons for not submitting tasks on time:

- (i) Ongoing hospital treatment
- (ii) A long term illness. A Doctor's certificate must be submitted on the day of return.
- (iii) Family crisis - note on return or parent contact in advance
- (iv) Travel – advised in advance, subject to approval by the College

### Assessment outcomes

- (i) The student will be marked as "absent" and the task not considered as part of the overall marks for the student. If a student misses too many assessments, even with documented evidence, the student is at risk of failing course requirements.
- (ii) In some cases consideration may be given for students to have an extension on assessment tasks and assignments. Such arrangements would be made by the classroom teacher in consultation with parents.

### Unacceptable reasons

Unacceptable reasons for not submitting tasks on time may include the following:

- (i) Computer breakdown – research notes or hand written assessment may be submitted
- (ii) Social reasons
- (iii) Outside reasons i.e. extra-curricular
- (iv) Did not have time. Did not want to do it. Did not know how to start. Lost the assessment instructions, etc.

### Assessment outcomes

- (i) If a task is not submitted by the due date, the teacher will give the student one week to complete the assessment with a loss of 5% per day up to a maximum of 20% loss of the raw mark.
- (ii) Parents will be notified immediately.
- (iii) If the assessment is not submitted by the end of the week (5 working days), a mark of zero is given. This could happen twice in a unit.
- (iv) The third and further times, a mark of zero is given for the assessment if it is not handed in on time and parents notified each time this happens.

### Extensions for take home assessments

- i) A student may apply to the class room teacher for an extension to the due date for a 'take home' assessment. Extensions may be given at the discretion of the teacher in cases of illness or significant personal problems.
- ii) If a student is absent on the due date for submission of an assessment, they must submit the assessment on their return to the College. A note from a parent/guardian must accompany the assessment stating that it was completed by the due date.

### Absence from scheduled in-class assessments/examinations

An absence from a scheduled in-class assessment task must be explained by:

- (i) A medical certificate if the student is ill or a note from the student's parent. If a student consistently misses assessments then a medical certificate **will** be required for each absence.
- (ii) If known in advance, a letter from the parent/carer stating the reason for their absence. Where absent due to a school event, the student will complete the assessment the following day.
- (iii) In cases where no medical certificate is supplied or no parent note, a zero mark may be recorded against the appropriate assessment. Parents will be notified in writing and invited to an interview with the subject teacher and or Deputy Principal of Curriculum to discuss the ramifications.
- (iv) Students will sit a missed assessment task, upon return to the College. The assessment mark will not be automatically included, but will be viewed in light of concerns regarding validity and reliability.
- (v) Examinations may only be completed at the scheduled time. Students who will be absent for examinations must notify the College in writing providing reasons for their intended absence (e.g if the student is to be absent due to holiday or state representation in a sporting event and have approval for their intended absence. Family holidays are not an acceptable reason for missing an examination.

### Assessment missed due to transfer or course change

Students cannot be given credit for work not completed in the new subject. Where possible, students will be given opportunity to complete assessments missed to gain credit. Where a student changes schools during the year, credit for the completion of work in the same subject will be given upon the student or the previous school supplying appropriate evidence.

Deadline for course/subject change:

- (i) Year 11 and 12 Courses of Study: Week 5 of Term 1 – Students must be made aware of SCSA requirements and assessments missed.
- (ii) Lower school subject changes are made at the discretion of the College.

## VALIDITY OF ASSESSMENT TASKS

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### Cheating

Procedures for considering evidence of cheating:

- (i) Teacher advises Administration
- (ii) Student interviewed
- (iii) Evidence / observations considered
- (iv) Interview witnesses if necessary
- (v) Records kept
- (vi) Parent and student notified of any penalties.

### Plagiarism

- a) If a student has copied up to 4 lines, then remind students that this needs to be quoted, with appropriate referencing – no penalty in this case.
- b) If larger amounts of work are copied from reference material, the student is asked to re-submit within one week, and a penalty of 20% applies. A letter is sent home notifying the parents of the matter and the required outcome.
- c) If this occurs again in the same subject, the student scores a zero. The Deputy Principal (Curriculum) is to be notified and to have an interview with parents.
- d) Penalties for students who allow their work to be copied
  - (i) Administration interview
  - (ii) A mark of 0 is given
  - (iii) Parents are contacted.

### **Integrity of assessments**

- a) Examinations are scheduled at the end of each semester. Students must only write examinations during the scheduled session.
- b) Strategies for addressing problems caused by students in different classes sitting the same test at different times:
  - (i) Tests given on the same day
  - (ii) Collect all papers
  - (iii) Set tests times as close as possible.
- c) Strategies for addressing problems of some students who could be advantaged by the use of the same test items from one year to the next:
  - (i) Assessment tasks are not to be reused for the purpose of assessment
  - (ii) Tasks may be reused but only as support material

### **Out of class assessments**

Strategies to validate that the student has completed the out-of-class assessment task without unfair assistance:

- (i) View at interim stages
- (ii) Collect notes/drafts
- (iii) Set part for home, part for school completion
- (iv) Students make up research notes and then use in in-class test/essay

### **Assessment of students working in groups**

- a) The teacher will clearly define to students whether the purpose of the assessment is to assess the student's capacity to work in groups or to assess other educational outcomes within a group situation.
- b) The teacher will notify students in advance the requirements of the assessment. The teacher will monitor students' progress at interim stages to ensure the assessment is fair, valid and reliable.
- c) The teacher will employ strategies to take account of different achievement of individuals within a group and to apportion results accordingly.

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### **STUDENTS UNABLE TO COMPLETE TASKS DUE TO INJURY, LONG TERM ILLNESS OR DISABILITY**

#### **Student is injured and unable to complete practical or written work:**

- a) Student is to be given alternative assessments if possible e.g. observations, use of a scribe
- b) If a student cannot complete any type of assessment, a subject change will be considered in consultation with the student and parent/guardian.
- c) Assess later (if possible)

### **Student is unable to attend school for a lengthy period due to injury or illness**

The College will endeavour to provide support for the student's learning program.

Students with specialised needs will be catered for in accordance with SCSA guidelines. Appropriate strategies could include:

- i) Pre-counselling as to course content, assessment, possible problems
- ii) Providing extra time for written assessments
- iii) Providing tests and exams with a larger font size
- iv) Providing alternative seating and extra time allowance for hearing impaired students
- v) Providing a scribe
- vi) Allowing the use of a computer/laptop
- vii) Allowing extensions of time if medical problems have interfered with the completion of work.

### **FREQUENCY OF ASSESSMENT**

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Students will be made aware of assessments and timing as stated in the course outline.

### **REPORTING AND APPEALS**

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Students and parents will be informed of the student's progress regularly, especially if the student is not achieving their potential or likely to receive a D or E grade.

Parents may appeal a grade given in a course. Students should keep all assessment pieces until end of each year, including Year 12 in case an appeal is required.