



# GIRRAWHEEN SENIOR HIGH SCHOOL

## Year 11 and 12 Assessment Policy

### Student, Teacher and Parent Guide

The following guidelines have been developed so that students and their parents/carers are aware of their responsibilities in the assessment process. The policy is provided to all senior secondary students (students in Years 10, 11 and 12) at Girrawheen Senior High School and is based on the *School Curriculum and Standards Authority (SCSA)* requirements.

#### 1 Overview

Assessment must be fair, valid and reliable. Assessment assists schools and teachers to:

- › provide individual students with feedback on their learning;
- › use student achievement information to plan future learning programs;
- › make judgements of student achievement in relation to expected standards;
- › administer prescribed national, State and system assessments e.g. NAPLAN, OLNA, WACE external exams;
- › communicate with parents and carers about student achievement and progress;
- › report to parents and carers for each student at the end of each semester; and
- › distribute to parents and carers prescribed national, State and system assessment reports.

#### 2 Student Responsibilities

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 Assessment Outline.
- › Maintain a satisfactory record of attendance, conduct and progress. (See Good Standing Policy)
- › Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.
- › Seek assistance when required.
- › Keep parents/guardians informed of their progress.
- › Adhere to the Good Standing Policy.

#### 3 Teacher Responsibilities

##### (a) Teacher Accountability

It is the responsibility of the teacher to:

- › Develop a teaching/learning program that adheres to School Curriculum and Standards Authority guidelines.
- › Provide students with a course outline and assessment outline at the commencement of the subject.
- › Ensure that assessments are fair, valid, educative, explicit and comprehensive.
- › Maintain accurate records of student achievement, assessment (using Reporting to Parents Marks book) and attendance.
- › Meet school and external timeframes for assessment and reporting.
- › Inform students and parents of academic progress as appropriate.
- › Provide students with timely and specific assessment feedback and guidance.
- › Inform the relevant Head of Learning Area, Teacher in Charge or Dean of Studies if students are at academic risk (including those achieving at D or E level), using Academic Referral Form.
- › Provide students with an estimated grade at the end of Semester 1 for year long courses.
- › Schedule a test and assessment free week prior to exams.
- › Develop an Individual Education Plan for students who are achieving under a C grade.

##### (b) Information provided to students (ATAR/GENERAL/FOUNDATION)

At the start of every course or subject, the teacher will provide students with:

- › Access to the syllabus.
- › Printed copies of the course unit or course outline that includes at least the following information:
  - The content.
  - The sequence in which the content will be taught and the approximate time to teach each section.
- › An assessment outline that includes at least the following information:
  - The assessment types.
  - The **weighting** of each assessment type.
  - The **weighting** for each assessment task.
  - A general indication of the content covered by each assessment task.

▸ The approximate timing of assessment tasks (i.e. the week in which each assessment task is planned).  
In each course unit or subject a number of assessment tasks occur during the semester/year including, in most cases, end of semester exams. Some tasks are completed in-class and others are completed out-of-class. Each task provides evidence of student achievement, the combination of which the teacher uses to assign a grade at the completion of the course unit or subject.

Should changing circumstances require the assessment outline to be amended, students will be informed and provided with the amended assessment outline.

Parents/guardians will be notified in cases where concern for your progress is identified e.g. Letter of Concern.

During every course or subject, 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 or rated will also be provided.

#### (c) **Information provided to students (CERTIFICATE II Business, Sport & Recreation, Dance)**

At the start of every Certificate the teacher will provide students with printed and online copies of the competencies to be delivered in the Certificate and conduct an online VETiS Consulting Services Student (VCS) induction addressing:

- Qualification information
- Training requirements
- Assessment procedures and timeline
- Program duration
- Rights, responsibilities and support services

Teachers will:

- Identify the support needs of individual learners through school processes.
- Devise and monitor strategies to support the students in their training and assessment.

#### **4 Absence from class/missed work**

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

If a student is absent from class their ability to achieve to their potential is diminished. Extended periods of absence will result in lower levels of achievement. **Absences may result in a student not fulfilling the requirements of a subject or course.**

##### (b) **Specially scheduled assessment tasks**

Absence from a specially scheduled assessment task (including tests and examinations) must be accompanied by an exceptional circumstance (e.g. medical certificate) in order for the student to complete that assessment task or a similar task and gain credit. The expectation is that a parent rings prior to submission of the assessment task, test or examination. **Satisfactory** explanation of the absence may enable the student to complete that assessment task or a similar assessment task and gain credit.

##### (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 support to the student's learning program. Parents must contact the school in this situation. If a student cannot complete the education program offered by the school a "U" grade may result or alternatively if the reason for non-completion or non-submission is acceptable to the school and sufficient evidence of work in progress is available, then the teacher can make a professional judgement of the grade.

#### **5 Changing Course**

All course changes are subject to the ability of the school to provide for the change, and must have parental support. Subject changes must be organised through the Deputy/Dean of Studies. The final date for a student initiated change of course is the end of Week 4 Term 1 (Year 11 and 12) Semester 1 and the end of Week 4 Semester 2 (Year 11 only).

Where a student changes school during a school year, credit for the completion of work in the same subject or similar course will be given upon the student and/or previous school supplying appropriate evidence. The Deputy Principal and/or Dean of Studies will investigate and advise class teachers about requirements for course completion.

#### **6 Assessment Tasks and Submission of Work**

##### (a) **Student re-submission opportunity (Foundation OR General only)**

- Students who submit work by the due date and achieve less than 50% **CAN** re-submit to **achieve a maximum of 'C' grade**. Students must have demonstrated a 'genuine attempt' in submitting their initial assessment to qualify for the re-submission opportunity.

- (b) **Extensions**
- › A student may apply to the class teacher prior to the due date for submissions, for an extension of time to complete the assignment.
  - › Extensions may be given at the discretion of a teacher but only in cases of illness or significant personal problems.
  - › **If a student does not apply for and receive an extension then the same penalty will apply for late submission of work when there is no satisfactory explanation of an absence.**

- (c) **Penalties for late submission of work**
- Students who submit work late without an extension being granted will be penalised by a loss of marks and through the Good Standing Policy. When attending examinations, you must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringement will result in an appropriate penalty.

**Foundation and General courses:**

The highest grade achievable for a late assessment task will be a 'C' grade or 50%.

**ATAR courses:**

One school day late: Less 10%

Two school days late: Less 20%

**Three to seven school days late: Highest mark achievable is 50%**

Penalties for small group moderation courses will be subject to small group moderation assessment procedures.

- (d) **Electronic submission**

**It is at the discretion of the teacher to allow electronic submission.**

**Where electronic submission is permitted:**

If submitted electronically it is required for work to be **submitted a day before the due date**. It is the responsibility of the student to confirm that the assessment has been successfully received by the teacher.

An assignment submitted electronically on the due date **will not** be considered successfully received. Electronically submitted assignments are typically collated automatically before school on the day due and would not be ready for collection.

If the assignment has not been successfully received by the teacher it is the responsibility of the student to resubmit the assignment in an alternate form acceptable by the teacher on or before the due date.

No extensions will be given to a student if a student or teacher has issues with sending or accepting an electronic submission.

## 7 **Detention Process and Loss of Good Standing Status**

- (a) **TEACHER:**

- › Teacher negotiates new date for submission with student.
- › Teacher informs HOLA/TIC an assessment task is overdue and advises of negotiated revised date.
- › Teacher informs student's parent/s that their work is overdue (preferably phone call). Parent is given an 'Early Warning' (prior to loss of Good Standing) and information about task and revised date for submission.
- › Student is penalised when work is completed.
- › If assessment is not completed by revised submission date teacher refers student to HOLA/TIC.

- (b) **HEAD OF LEARNING AREA/TEACHER IN CHARGE:**

- › Organises meeting with student.
- › Informs student that they have been placed on detention for 5 days or until assessment is completed.
- › Notifies Positive Behaviour Coordinator to place student on detention for 5 days.
- › Student has one week to complete task and return work to HOLA/TIC.
- › Advises student that failure to complete task will result in loss of Good Standing.
- › If work is not completed HOLA/TIC refers matter to Dean of Studies.

- (c) **DEAN OF STUDIES – POOR PERFORMANCE REVIEW**

- › Communicates with parent and negotiates a timeframe to complete work.
- › Advises student that they have lost Good Standing.
- › Completes 'Loss of Good Standing Notification and Contract' and provides copy to Parent.
- › Reviews and discusses progress in all courses.
- › Discusses barriers to completing work, organises support for students to complete task and refers student to relevant support staff at school eg. school psychologist, youth worker, chaplain.
- › Communicates with class teacher regarding possible IEP.
- › Organises after school homework centre attendance until task is completed.
- › If student completes work within agree time frame student will regain Good Standing.
- › If student does not complete work Dean of Studies will refer student to the Deputy Principal.
- › Organises parent/student interview.

(d) **DEPUTY PRINCIPAL**

- › Organises case conference with school psychologist, parent, any relevant outside agencies and student to discuss alternative education options.

**8 Suspensions**

If any student is suspended it is the responsibility of the student to ensure any assessment task is handed in by the due date. Students on suspension are not permitted on school premises; hence, the assessment task needs to reach the school by some other means.

When a test or examination occurs during a period of student suspension, the school will determine the course of action to be followed:

- › The student may take the test/examination at an alternative time.
- › The student may have to complete an alternate assessment item.
- › An estimated mark/grade may be awarded.
- › The test/examination may be removed from in your assessment profile.

**9 Collusion and Plagiarism**

Students shown to have plagiarised in assessed work or in examinations will not receive an assessment for that task.

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, work is essentially copied. If work that is not the original product of that student is submitted for assessment, it will not be assessed.

Strategies may be used by the school to validate that work submitted for assessment, which has been completed out of class, is the student's own work. Plagiarism and collusion are unacceptable. To assist with authentication, various strategies may be used including oral tests, mini tests, student declaration etc. **See Plagiarism Policy.**

**10 Examinations**

(a) **Regulations**

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringement will result in an appropriate penalty.

(b) **Attendance**

Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be made through the Deputy Principal. **Please note:** Participating in family holidays will not be considered an exceptional circumstance.

(c) **Online Literacy and Numeracy Assessment (OLNA)**

- › Students who achieve Band 8 or above in the Year 9 NAPLAN Reading, Writing or Numeracy tests will **NOT** be required to sit the corresponding components of the OLNA.
  - All other students are required to demonstrate the standard through the OLNA to achieve a WACE.
  - Opportunities will be provided for you to sit the assessment each March and September from Year 10 until you have demonstrated the required standard.
  - Girrawheen Senior High School will access reports that identify if you have met the standard and will inform you about your performance.
- › All students sitting the OLNA must comply with examination conditions as specified to the school and by the School Curriculum and Standards Authority (SCSA).

**11 Overall Course Grades for Reporting**

For Foundation and General courses grades are allocated according to the following cut offs:

<b>A</b>	<b>75% and above.</b>
<b>B</b>	<b>65 – 74%</b>
<b>C</b>	<b>50 - 64%</b>
<b>D</b>	<b>35 - 49%</b>
<b>E</b>	<b>34 and below.</b>

For ATAR courses grades are subject to scaling of marks. Grades may also be subject to Small Group Moderation cut offs.

## **12 Students with Special Learning Needs**

Students with special education need will have assessments (written, practical and school examinations) adjusted. Adjustments will be consistent with those provided by the School Curriculum and Standards Authority. For WACE examination candidates, modifications depending on the individual students' needs can include special equipment, provision of a scribe, or additional time.

Students who are unable to complete an assessment task because of their special education needs will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings if the course assessment requirements are flexible.

## **13 Modification of the Assessment Outline**

When a student's specific education needs do not allow them to complete a particular assessment task, the teacher may adjust the task in consultation with the Head of learning Area, Teacher in Charge, Dean of Studies or Deputy Principal responsible for the learning area. An individual education plan will be developed showing any modifications to the assessment outline for the unit or pair of units.

When a student's cultural beliefs do not enable them to complete a particular assessment task, the teacher may adjust the task in consultation with the Head of learning Area, Teacher in Charge, Dean of Studies responsible for the learning area. An individual education plan will be developed showing any modifications to the assessment outline for the unit or pair of units.

When a student's personal circumstances limit their capacity to complete a particular assessment task, the teacher, in consultation with the student and others involved, may negotiate a variation to the submission date. The teacher will consider fairness for all students when making decisions about adjusting timelines for a particular student.

If circumstances change during the teaching of a unit (or pair of units), requiring the teacher to make adjustments to scheduled assessment tasks, then an updated copy of the assessment outline will be provided to all students clearly indicating the changes.

## **14 Student completion of WACE**

When students' overall WACE achievement is reviewed by the Deputy Principal/Dean of Studies it may be necessary for a student to re-submit tasks in a particular course to achieve their WACE. The teacher will be required to review the assessment requirements of a particular course and provide further assessment opportunities to enable the student to complete work to achieve a higher mark/grade in the course.



# GIRRAWHEEN SENIOR HIGH SCHOOL

## APPLICATION FOR EXTENSION

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_

Assessment Number/Title: \_\_\_\_\_

Due Date: \_\_\_\_\_

I wish to apply for an Exemption for my child for not meeting a set deadline. He/she was unable to meet the deadline because:

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**THIS FORM MUST BE COMPLETED PRIOR TO THE DUE DATE (including Teacher signature)**

Parent signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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### NOTE:

- 1 This exemption will only be granted when there is justifiable reason for missing the deadline.
- 2 Repeated requests for exemption will be subject to review, which may require a parent interview.

Teacher signature: \_\_\_\_\_

Need review: Yes/No - refer to Dean of Studies/Deputy Principal