



## ASSESSMENT POLICY

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed judgments about the achievement of students. Evidence of student achievement is gathered over time from a range of complementary approaches to assessment that have been selected because of their relevance to the purpose of the assessment and to the knowledge, skills and understanding to be assessed. Assessment techniques include projects, investigations, extended responses, performances, products and examinations.

### ASSIGNMENT CHECK POINTS AND DRAFT SUBMISSION

- To enable students to achieve the best possible result, they will be expected to share their work at each assignment checkpoint to gain feedback and as an authentication strategy.
- They are expected to submit a draft assignment that represents their best effort and should align closely to their final assessment task.
- On submission of the draft, for each assessment task, the teacher will provide criteria specific feedback directly related to the marking criteria.

#### **In the event of a student not submitting a draft for a required assessment task:**

- Teacher contacts parent to inform that student has not completed draft assessment task and that no feedback can be provided at this point. Detentions may apply for non-submission.

#### **In the event of a student not doing detentions to complete draft:**

- The HOD is to contact parent and inform them that student has not accessed an opportunity for assistance (Detention) at recess and has failed to complete draft. Student is rated as an “N” at this point

**Drafts submitted after the due date with no granted AARA (Extension) in Year 11-12 or HoD agreed extension in Year 7-10 will receive minimal feedback.**

### ASSIGNMENT FINAL SUBMISSION

**Final Assignments not submitted by the due date with no extension granted, will receive the draft result.**

In the event of a draft not being submitted by the due date (final date for assignment), students will be awarded an N. In special circumstances, teachers may be able to record a mark based on student work completed at specified check points, in cases where it satisfies aspects of the assessment achievement standards

#### **Failure to Comply/Provide Evidence**

In the event a student has provided no evidence of achievement due to ongoing absence the student will receive an ‘N’ Not Rated for that piece of assessment. This is a ‘last resort’ option and should be avoided. The student will also be referred to the School Welfare team and Year Level Coordinator to follow up absence concerns.

\*\*For senior students a ‘N’ mark may have the following implications.

- Cannot be rated for the subject unit/s and therefore not receive a ‘point’ towards their QCE.
- May have the unit/s removed from their Senior Statement.
- May jeopardise their ATAR and/or QCE eligibility and attainment.
- May jeopardise their enrolment at this school.

## **HANDING IN ASSIGNMENTS**

Assignments must be submitted by the due date. Submissions need to be made electronically via Turnitin unless alternate arrangements have been made with the teacher.

## **ASSESSMENT EXTENSIONS/MISSED EXAMINATIONS**

### **AARA (ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENT)**

Students who wish to apply for an extension to the due date, or reasonable adjustment to the assessment MUST FIRST complete an AARA form (collect from Main office, Head of Department or YLC).

**Please note the following are not approved reasons for reasonable adjustment to assessment.**

- Matters of family's own choosing (e.g. Family holiday)
- Representative sport
- Absence from class (unless medical)
- Computer/printer/technology faults
- Employment
- Missed public transport/traffic issues
- Assistance with everyday household responsibilities
- Paid employment

**The following protocols are to be followed regarding application for AARAs (extensions to due date) on basis of short -term conditions and temporary illnesses:**

- Application should be made no later than 24hrs prior to the due date.
- Student should make application to the classroom teacher. Application must be supported with relevant documentation from qualified professionals. Teachers will consider student's application/engagement in class and the submission of a fully completed draft.
- Teacher will discuss the request with Head of Department for approval.
- Head of Department will contact student's parents/guardians and make recommendation to the Principal's delegate who will make a final decision on extension approval.

**If a student is absent for an examination without prior knowledge/application to sit the examination late:**

- A parent must contact the school on the day of the examination.
- Complete an AARA form within 3 days of missed examination.
- Complete the examination (or comparable) on the next day present at school, unless otherwise arranged with the YLC.

**\*\*Senior students must be able to provide documented evidence with their application.**

## **Use of generative Artificial Intelligence tools in assessments**

Aldridge SHS recognises the potential benefits of utilising artificial intelligence (AI) for idea generation and clarification within assessment, allowing students to explore and expand their understanding of the subject matter. However, it is imperative that the use of AI is acknowledged, and its output (including paraphrasing) not be used directly in the student response so that academic integrity is preserved.

Use of Artificial Intelligence tools in assessment tasks will be considered academic misconduct unless the assessment task specifically directs students to use AI in some capacity.

**Satisfactory uses for AI by students are:**

- research for assignment and exams
- task comprehension.

**Examples of academic misconduct using generative AI tools can include:**

- plagiarism – students using generative AI tools to complete their schoolwork (for example, essays, presentations, images, music, and other assignments) and then presenting this work as their own without attribution.

### **Authenticating student work**

Teachers will reduce the risk of misconduct by designing assessment with consideration to AI tools and authenticating student work where misconduct is possible. Students are expected to share their work at each checkpoint and drafting timeframe to gain feedback and as an authentication strategy.

Teachers will raise academic misconduct with students whose **assessment draft** in their professional opinion:

- is significantly different from the student's usual level of performance
- is not in the student's usual writing style
- contains inconsistencies, such as different writing styles or different text format
- is similar to the output from popular generative AI tools when provided with the assessment question.

**The teacher, in consultation with the Head of Department, will have the final authority to deem a student submission as authentic or otherwise.**

**Teachers may take other actions to ensure authorship if a student is at risk of misconduct.**

These include, but are not limited to:

- reference to classwork, research journals and assessment check points
- interviewing students to audit understanding of the content they are claiming authorship of
- using previous student samples to compare tone and style
- using AI detection tools where applicable.

**The onus is on the student to be able to demonstrate authentic development of their response over time. In cases where students are unable to provide sufficient evidence of the authenticity of their response, consequences would be as follows:**

#### **Consequences of AI misconduct at draft stage for Senior Students (10 to 12)**

- Students will only be provided with feedback on sections of the draft that can be authenticated as their own work
- Parents will be contacted by Head of Department
- Students will have the opportunity in their final submission to produce an assessment piece that is their own work
- Final assessment submissions will be treated as per the QCAA guidelines and only the sections that can be authenticated as the student's own work will be marked to provide the student a result.

#### **Consequences of AI misconduct for Junior Students (7-9)**

- Students will only be provided with feedback on sections of the draft that can be authenticated as their own work
- Parents will be contacted by Head of Department
- Students will have the opportunity in their final submission to produce an assessment piece that is their own work
- Final assessment submissions exhibiting AI misconduct will have the AI sections removed from the assessment with the remaining portions contributing to their summative result for the task.

The academic misconduct will be entered onto OneSchool and discussed with the parent/carer. The OneSchool entry will be referred to the Head of Department of that curriculum area for their information. Repeated AI misconduct will be discussed with Principal and the student will receive an appropriate behaviour consequence.

### **PLAGIARISM**

Plagiarism is the copying of another person's ideas, text, or other creative work and presenting it as one's own. This type of academic fraud will not be tolerated.

**Students are expected to:**

- Ensure all work submitted is their own work.
- Use the appropriate conventions for citing and referencing information.
- Submit assessment tasks through Turnitin when instructed.

**Where plagiarism or cheating is detected, teachers will take action to ensure that results are awarded fairly for all students in the cohort. These may include:**

- Deletion of the plagiarised/copied work before basing judgements on the student-authored work only.
- Requiring students to resubmit tasks completed under the observation of a teacher.

**Assignment Length/ MANAGING RESPONSE LENGTH**

Student responses in excess of the word range will be adjusted/reduced through a consultative process between the teacher/HOD and student. The annotation should be clearly marked on the student script.