



## ASSESSMENT POLICY

All assignments should be presented to students with quality task sheets and standard schemas.

The style of assignment (genre) should be modelled for students including information on the structure as well as an exemplar.

Assignments provide quality opportunities for student centred learning and as such are well justified within our curriculum. In addition to this, assignments can be a meaningful method for assessment, both of and for learning.

### MANAGING THE ASSIGNMENT PROCESS

Every assignment must have a significant component completed within class time. As a general rule sufficient time should be provided for students to attain a 'C' standard.

Students are expected to submit a draft assignment that represents their best effort to date. On submission of the draft the teacher will provide a draft result according to the standard schema as well as task specific feedback directly related to the standard schema.

#### In the event of a student not submitting a draft:

- Teacher contacts parents and informs that recess detentions will be in place until student provides a draft of a reasonable standard
- Detentions are enforced

**In the event of a student not attending detentions or not working in them**, then the HOD is to contact parents and enforce after school detentions or the equivalent.

**In the event of students still not attending** then student is referred to administration where the most likely outcome would be a two (2) day suspension (for refusing a reasonable request) during which time the student is to complete the draft. If the student returns without a reasonable draft then they will remain internally withdrawn until the draft is complete.

The teacher will then grade the completed draft and award a standard.

**Assignments not submitted by the due date with no extension granted, will receive the draft standard.** In the event of a draft not being submitted by the due date (final date for assignment) then the guidelines for getting students to submit a draft will be followed. This means that no student should receive a not rated on any assignment.

### HANDING IN ASSIGNMENTS

Assignments must be handed to the class teacher at the time stated on the assignment criteria sheet. If this can't occur the assignment must be delivered to the school office and handed to an office staff member prior to the office closing at 3.30pm on the due date. The office staff will:

- Receipt the assignment through ID attend
- Securely store the assignment and
- Contact the teacher via ID Attend to notify that the assignment is available for pick up.

## ASSIGNMENT EXTENSIONS

Students with legitimate claims to an extension should make application to the classroom teacher on an extension form (available from the office). This application must be made to the teacher prior to the day of the due date (excluding exceptional circumstances).

*Please be aware that IT failure is not a legitimate reason for extension. We strongly encourage students to email drafts and copies of work to school accounts. Associated with this is the good practice of ensuring a backup is made of all work.*

The teacher will review the application and make a recommendation to the HOD. The HOD will then either grant or deny the application for extension.

In the event of granting the application the HOD will set a new due date and this will be conveyed to the teacher and student. The extension application with its relevant signatures must be attached to the assignment when it is submitted.

In the event of a HOD declining an application for an extension the reasons for doing so will be clearly articulated on the application form and explained to the student.

## PLAGIARISM

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples of plagiarism include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works
- using another person's ideas, work or research data without appropriate acknowledgment
- copying computer files in whole or in part without indicating their origin
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research.

If the authorship of an assessment task is questionable (instances of suspected plagiarism), a teacher could request further evidence of that achievement through the submission of additional work. The student could be required to provide extra responses to tasks set by the teacher, under whatever conditions were considered necessary.

If the school is able to determine that a student has knowingly used work that is not their own and neglected to reference that work, a teacher could notionally delete the plagiarised work from the piece of assessment and grade the task on the basis of student-authored work only. This should help to ensure that the grade awarded is fair and equitable, not only for the student in question, but for all students.

## EXAMINATIONS AND TESTS

- Cumulative assessment occurs in all subjects and is organised by class teachers.
- A "TEST" can be written, practical or oral.
- Examinations occur in blocks for Years 11 and 12 at the conclusion of each Semester.
- These tests and exams will be planned with assignments on the Assessment Calendar.
- Exam readers/scribes for SEU Students must be pre-arranged one week prior to the exam.

## Absences

In the event of a student being absent for an examination, test, oral or practical presentation, the following policy will apply:

- They will receive no consideration for examinations or tests missed unless the absence is justifiable:
  - In case of illness, a medical certificate must be produced.
  - In other situations, contact (telephone or personal) must be made with a member of the school Administration or HOD to explain the circumstances of the absence.
- In the case of extended absences or special circumstances, determined by the school Administration/HOD (eg. death in the family, family illness), a level of achievement may be determined commensurate with that obtained for other test instruments in that Semester. Failing this, the Head of Department (HOD) may award the student a provisional result on the basis of the class teacher's knowledge of the student's work or defer the student's result to the next Semester.
- Documentation of negotiation must be held.
- Tests sat at a different time from other students will be marked and recorded. These tests will be used as additional information if needed when test results from normal tests are not conclusive.
- Students who are absent are required to complete the test on the **first day** of return (unless the Principal/HOD makes alternative arrangements prior to the student's return). Extenuating circumstances will be negotiated. If there were a number of assessment items missed the HOD will negotiate a timetable with the student and relevant teachers.