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 DRAFT SUBMISSION

To enable students to achieve the best possible result, they are expected to submit a draft assignment that represents their best effort. On submission of the draft the teacher will provide task specific feedback directly related to the objectives.

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 reasonable draft.

In the event of a student not attending detentions or not working in them
- The HOD is to contact parents and enforce further detentions until the student is able to provide a reasonable draft.

In the event of students refusing to attend or submit work to the HOD
- The student is referred to administration and a suspension would be enforced, during which time the student is to complete the draft. If the student returns without a reasonable draft then they will remain withdrawn from class and playground until the draft is complete.

Drafts submitted after the due date with no AARA (Extension) granted will receive minimal feedback.

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) 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.

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' or '0' marks 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

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

- A parent must make contact with 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.

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.