



ST LUKE'S COLLEGE

STUDENT ASSESSMENT POLICY 2014

1. Purpose

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnosing learning difficulties;
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes;
- developing subsequent learning programs;
- reporting student achievement to parents; and
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

2. Assessment Guidelines

- Post-compulsory student assessment guidelines are set by the School's Curriculum and Standards Authority. Adherence to these guidelines is mandatory. This assessment policy is designed to illuminate the guidelines, not replace them.
- An assessment outline must be provided to students at the commencement of the learning program.
- For years 8 – 10, students are given a numerical mark and grade for work they have produced with weightings applied to the assessments. Students receive a grade for each semester completed.
- In WACE course units students are given a numerical mark for the work they have produced. The end-of-unit grade is arrived at by taking into account the cumulative total of these marks, with weightings applied to the various assessment tasks. Students receive a grade for each unit completed.
- Assessment records should be kept to a high standard and in a safe place. Entries in the teacher's assessment record should correspond to the marks or ratings on the student's scripts. The Head of Learning Area (HOLA) is responsible for retaining and storing samples of student work at grading boundaries until the end of February of the following year for Year 11 and 12 subjects/courses of study.

3. 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 Subject 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 at risk; and
- initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

4. Teacher responsibilities

It is the teacher's responsibility to:

- develop a teaching/learning program that adheres to current School's Curriculum and Standards Authority guidelines;
- provide students with a subject overview and assessment schedule at the commencement of the subject;
- ensure that assessments are fair, valid and reliable;
- maintain accurate records of student achievement for assessment and reporting;
- inform students and parents of academic progress as appropriate (in all cases where students are at risk of obtaining a D grade or lower, or achieving below the expected level for the year group, parents must be contacted);
- provide students with explicit written and verbal feedback, as to how well they are meeting the subject outcomes/objectives, at regular intervals; and
- provide strategies and advice to students as to how to improve their level of achievement; and
- meet St Luke's and external timeframes for assessment and reporting.

5. Absence from Class/Missed work

General

If a student is absent from class, his/her ability to achieve to his/her full potential is diminished. Extended periods of absence will result in lower levels of achievement. In Years 11 and 12 absences may result in a student not fulfilling the requirements of a subject (55 hours per course) and thus will be deemed as unable to be assessed. **Potential achievement will not be considered.** In severe cases of absenteeism a student may be withdrawn from the course.

(a) Specially scheduled assessment tasks

Absence from a specially scheduled assessment task (including tests and examinations) must be explained with a telephone call from the parent on the day; followed by a medical certificate.

Where possible, satisfactory explanation of the absence will enable the student to complete that assessment task or a similar task and gain credit. Where possible, advance notification of absence is required. A leave of Absence application is available for students having more than 3 days planned absence. This must be filled in prior to departure and approved by the Principal.

In **exceptional and justifiable** cases where a student is unable to attend school to complete a specially scheduled assessment, and where appropriate supervision can be provided and assured, the student may be given permission to complete the task in an alternative venue. The student must provide evidence of the circumstances.

Students who have missed a practical in-class assessment may be able to negotiate a fair solution with the class teacher. Students should be aware that some practical assessments (group assessments) cannot be duplicated.

Assignments that are done out of class time, may be emailed to the teacher if a student is absent. Time is given prior to the due date for these types of assessment to be completed. Illness or absence on the submission date will not be accepted as a justifiable reason for non-submission.

In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task, or alternative arrangements cannot be made, the student will forego the opportunity to demonstrate their achievement and will be awarded a zero mark.

(b) 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.

6. Changing Subject

After changing a subject, it is important that the student catches up on any missed work as generally, students cannot be given credit for work not completed in the new subject.

However where possible:

- students will be given the opportunity to complete assessments and gain credit;
- in some subject areas recognition of comparable achievement will be given and gain credit;

All subject changes depend upon the ability of the school to provide for the change, and must have parental support. Subject changes must be organized through the Curriculum Coordinator (Mrs Donna Hope).

Subject changes must be completed by the end of **week five term one**.

Where a student changes school during a school year, credit for the completion of work in the same subject will be given upon the student and/or previous school supplying appropriate evidence.

Students who have missed assessments because of commencing a subject late must be provided with an opportunity to demonstrate achievement of subject objectives. For Courses of Study, the teacher must ensure that sufficient information has been collected on each task type to determine a student's achievement and the student's position in relation to other students at the time of assigning final grades.

7. Late Work

(a) General

A subject overview and assessment schedule should be provided to each student at the commencement of each course. Due dates are to be clearly outlined and adhered to. Where adjustments are made to the assessment schedule, it should be done so in close consultation with all students and clearly publicized.

It is the teacher's responsibility to manage the assessment schedule.

It is the student's responsibility to submit the assessed work on time.

Parents/guardians will be notified in cases where concern for student's progress emerges.

(b) Extensions

A student may apply to the class teacher for an extension to the due date for an assignment. This application for an extension must be done before the due date. Applications on the due date will not be accepted. Extension requests must be signed by the teacher, HOLA, student and parent/guardian. Extension requests must be accompanied by a letter from parent outlining reasons for request.

Extensions are at the discretion of a HOLA and may be granted in cases of illness or significant personal problems. Note: Failure of computer hardware, absenteeism due to camps or excursions; or part-time jobs is not a justifiable circumstance. Copies of extension requests must be forwarded to vice-principal.

If a student does not apply for or receive an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

If a student has been granted an extension, the date granted becomes the due date.

Students who submit an assessment task after the due date and do not have an acceptable reason will be dealt with in the following manner:

- Assessments will be marked in the usual manner applying the deductions given below in fairness to students who submitted the assessment on time:
 - a 10% deduction from the student's mark for **one day late**;
 - a 20% deduction for **two days or a weekend late**;
 - a 30% deduction for **three days late**.
 - A mark of zero if the assignment is **more than three days late**.

If the reason provided by the student for non-completion or non-submission of an assessment task is **acceptable to the school** (in cases of misadventure) the teacher may, in consultation with the HOLA:

- provide an extension of time to complete the task;
- provide an alternative assessment task;

Students enrolled in Stage One Courses of Study and deemed at risk of not graduating, may apply to resubmit a task, or be provided with alternative opportunities, in order to gain credit for a course and achieve graduation. This will be at the discretion of the teacher in consultation with the HOLA, careers counsellor and vice-principal.

8. Out of Class Assessment Tasks

Strategies need to be put in place to validate that the student has completed out of class tasks without unfair assistance.

9. Cheating, Collusion and Plagiarism in Assessment other than Examinations

Students shown to have cheated in an assessment other than examinations will receive a mark of zero for that assessment task.

Collusion is where a student submits work that is not their own assessment.

Plagiarism is where the student uses someone else's words or ideas without acknowledging that they have done so. That is, a work is essentially copied.

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 principal.

Participating in family holidays will not be accepted as an exceptional circumstance.

It is a requirement of WACE that all students enrolled in Stage Two or Stage Three units must attend the School's Curriculum and Standards Authority examinations and make a reasonable attempt.

(c) Penalties for Breaches of Examination Rules

Collusion between candidates:

Cancellation of that subject paper of each person involved, together with an inspection of prior papers in any common examination for evidence of collusion.

Possession of unauthorised materials in the examination room:

Cancellation of all or part of a candidate's paper where unauthorized materials are relevant to the subject being examined.

Markings on unauthorized materials in the examination room:

Cancellation of whole or part of a candidate's paper where markings in authorized materials are relevant to the subject being examined.

11. Students with Special Needs

The school will ensure that students with special needs are catered for in appropriate ways and in accordance with School's Curriculum and Standards Authority guidelines.

12. Reporting

Students will be kept informed of their progress throughout their enrolment in a subject. Teachers will assess completed tasks and relay assessment information to the student promptly. Parents will be informed about a student's progress regularly.

Students and parents/guardians will be informed when it is identified that there is a risk of the student:

- being awarded a grade of D or E or;
- not achieving their potential for final grades.

Final results for all subjects are submitted to the School's Curriculum and Standards Authority.

13. Glossary

Course:	Typically consists of two semesterised units of work
D:	D Grade
E:	E grade
HOLA:	Head of Learning Area
VET:	Vocational Education and Training
WACE:	West Australian Certificate of Education