



ASSESSMENT POLICY YEARS 11 AND 12

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1. INTRODUCTION

At John Wollaston Anglican Community School (the School) assessment is an integral part of the learning process. The term ‘assessment’ refers to the various types of tasks used to measure student achievement including tests, examinations, field trips, oral assessments and assignments. Assessment assists teachers to:

- monitor student progress and diagnose learning difficulties.
- provide feedback to students on how they may improve their achievement.
- adjust programs to ensure that all students have the opportunity to achieve the intended outcomes.
- report student achievement to parents/guardians.

Senior secondary student assessment has guidelines set by the School Curriculum and Standards Authority (SCSA). Adherence to these guidelines is mandatory.

A course outline (including task deadlines) and scheme of assessment must be provided to students at the commencement of the learning program.

2. STUDENT RESPONSIBILITIES

It is the student’s responsibility to:

- Complete and submit the prescribed work requirements in each course by the due date.
- Complete and submit all assessment tasks described in the Course Outline.
- Maintain a good record of attendance, conduct and progress. A student who is absent for five (5) sessions or more in a term per course is deemed to be at risk.
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.
- Maintain accurate records of all assessment information.
- Maintain a folio of evidence for each course studied and to make it available whenever it is required.

3. SCHOOL RESPONSIBILITIES

It is the responsibility of the teaching staff to:

- Develop a teaching/learning program that adheres to current SCSA guidelines and the current SCSA WACE Manual.
- Provide students with a Course Outline and Assessment Outline at the commencement of the course.
- Ensure that assessments are fair, valid, reliable and educative.
- Maintain accurate records of student achievement and assessment.
- Meet school and external timeframes for assessment and reporting.
- Inform students and parents/guardians of academic progress, particularly where students are deemed at risk.
- Retain an assessment file for each student which contains all marked written assessments and can be accessed by the student for revision purposes. This file must be retained by the School until the student’s results are accepted by SCSA.

4. ASSESSMENT DATES

All Year 11 and 12 teachers will publish the Course Outline and an assessment schedule on the SEQTA cover page. The assessment schedule includes information such as the planned timing of assessments, the course content to be assessed and in the case of Western Australian Certificate of Education (WACE) courses, the weightings given to each assessment. In most cases the assessment schedule will indicate the week in which a task is due. Specific details of assessment due dates will be provided no less than seven days prior to that date. Any deviation from the schedule will be negotiated with the students to establish a mutually acceptable date.

5. STUDENTS WITH SPECIAL NEEDS

The School will ensure that students with special needs are catered for in an appropriate way and in accordance with SCSA guidelines. Decisions regarding strategies for accommodating students with special needs rest with the Head of Inclusive Education after consultation with relevant Heads of Department.

6. TRANSFERRING STUDENTS

Where a student changes school during a school year, every attempt shall be made to establish what work has already been completed and what additional work needs to be done to avoid any mark disadvantage. It may not be essential for transferring students to do all the assessment tasks previously completed by other members of the class, as long as sufficient assessment information to determine student comparability with other students is possible.

7. CHANGING COURSES

All course changes depend on the ability of the School to accommodate the request and must be supported by the Head of Department, the Dean of Teaching and Learning and parents/guardians.

During the course selection process, students are made aware of the risks of starting a course late and the additional responsibility to catch up on work missed. Heads of Department will determine the number and nature of assessments the student will have to complete, in order to satisfy the assessment requirements of the course into which the student is transferring.

8. FAILURE TO COMPLETE COURSE ASSESSMENT REQUIREMENTS

In order to be eligible for acknowledgement of completing a course, a student must satisfactorily complete the structured educational and assessment program for that course.

Resubmission of work is only permitted after application to the Head of Department. A request for resubmission must be for a genuine reason of hardship. If the request is accepted, the Head of Department will set a final resubmission date.

9. ASSESSMENT FREE DAYS AND WEEKS

Assessment will not occur on school days where significant disruption is likely e.g. Photograph Day, Founders' Day, Inter-School carnivals. The Dean of Teaching and Learning will advise staff as appropriate.

In order to remove some pressure from students and allow for revision time, an assessment moratorium is placed on Australian Tertiary Admission Rank (ATAR) courses one (1) week prior to the examinations. An excursion moratorium is placed on all courses two (2) weeks prior to examinations. For General courses, VET and Certificate qualifications continuous assessment type tasks may continue.

10. ASSESSMENT TASK RELIABILITY

10.1 CHEATING, COLLUSION AND PLAGIARISM

Cheating is when a student wilfully attempts to alter or wrongfully influence the result of a test or assignment before, during or after an assessment. Collusion includes the sharing of work between

students. 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 cheating or plagiarism in a test, examination or any other assessment type is established beyond reasonable doubt, the student should anticipate a mark of zero, or a rating of ND in the case of Certificates, for that component of the assessment program. Students who are found to have cheated or plagiarised will also face disciplinary consequences which may include suspension.

10.2 ICT AND PRINTER MALFUNCTIONS

It is the responsibility of the student to:

- Back-up his/her work.
- Ensure the printer has ink.
- Have a draft or evidence of his/her work.
- Ensure that work is completed well before the due day – using drafts where possible.
- Have evidence that an email or SEQTA Direct Message was sent to staff if using this method of submission.

An ICT, non-received email, SEQTA Direct Message or printer problem are not acceptable reasons to avoid penalties for late assignment submission.

10.3 AUTHENTICATION OF OUT-OF-CLASS ASSESSMENT TASKS

Student achievement of out-of-class assessment tasks is authenticated by the teacher.

Strategies that may be used by the teacher will include at least one of the following:

- Regular classroom interaction with the student when class time is given to the task.
- A teacher monitored log book.
- An in-class assessment upon completion of the task, with access to notes or a student developed personal summary.
- Task work completed at home then assessed under closed book test condition.
- The student being required to submit notes and drafts as part of the assessment.
- The student to complete the Authentication Statement included on the Assessment Task Sheet.

10.4 SECURITY OF ASSESSMENT TASKS

Students are responsible for the safe storage of their assessment tasks and tests, on the understanding that these could be required at any time by registered training organisations (RTOs) or the SCSA for moderation purposes or by the student if they appeal against a final result.

10.5 ASSESSMENT OF GROUP TASKS

Assessment of student achievement in a group work situation will provide all students with the same opportunities to demonstrate the knowledge, skill or understandings that the assessment task aims to assess.

11. COMPLETION OF ASSESSMENT TASKS

11.1 ABSENCE FROM CLASS/MISSED WORK

The following guidelines have been formulated to assist staff, students and parents/guardians with procedures when Secondary students are absent during tests or on the date when assignments are due.

Parents/guardians should note that genuinely sick students are not being discriminated against. The School's fair approach allows students, parents/guardians and teachers to come to an agreement that will benefit all parties. This is a policy adopted across the Secondary School. It will benefit the students who work to schedule, without discriminating against the genuinely sick, while deterring some from not meeting their academic responsibilities.

11.1.1 Unforeseen Absence - Tests/Oral Presentations

If a student is ill or legitimately absent for a test or an oral presentation, parents/guardians are required to:

- on the day of the test notify the School via a telephone call, SEQTA Direct Message or email before 9:00am that their child will be absent.

On the day of return the student is required to:

- forward a medical certificate or absentee note to his/her House Group teacher, and
- arrange with the subject teacher to sit for the test or deliver the oral presentation during a private study session or at a time allocated by the teacher.

Failure to sit the test within five (5) days of the return to school will result in a mark of zero (0) being awarded.

11.1.2 Unforeseen Absence - Assignments

If a student is ill or legitimately absent on the day an assignment is due parents/guardians are required to:

- notify the School via a telephone call, SEQTA Direct Message or an email before 9:00am that their child will be absent.

On the day of return the student is required to:

- forward a medical certificate or absentee note to his/her House Group teacher, and
- submit his/her assignment to the subject teacher by 5:00pm. The student will then not be penalised.

In the event the assignment is not submitted then **12.1 Late Submission or Non-Completion of Assignments** will apply.

11.1.3 Foreseen Absences

In the case of students being absent due to known appointments, sporting commitments etc.

- parents/guardians are required to notify the Principal in writing at least two (2) weeks prior to the absence.
- students are required to negotiate with their subject teacher an alternate date in the case of a test, an oral presentation or assignment and with the Dean of Teaching and Learning in the case of an examination.

If there is no satisfactory explanation for not adhering to any of the above mentioned points the student will not be assessed and a result will not be awarded.

11.1.4 Family Holidays

Parents/Guardians are strongly discouraged from taking a family holiday during term time as it causes disruption to the student's educational program. If it is absolutely necessary for families to take holidays during term time, the Principal must receive prior notification in writing. It is preferable if the student is absent from school at the start of the term rather than the end. Staff have been instructed to continue with meaningful school work up to the close of school on the last day of each term. An absence from mid-Term 2 and from mid-Term 4 will generally interfere with examinations and major class assessments for students in Years 7 to 11. For Year 12 students, examinations are usually held during Weeks 6 and 7 of Term 2 and during the second week of the Term 3 vacation, concluding early Week 1, Term 4. Family holidays must be avoided at these times. The policy for a prolonged absence from school, for reasons other than illness, is as follows:

- Written notification to the Principal is required before the absence. Holiday absence notifications to the Principal or other staff are to be communicated through SEQTA

Direct Messages or via email to the Principal at principal@jwacs.wa.edu.au (from *SEQTA Use and Etiquette Statement for Families*).

- No refund or remission of fees will be provided for the period of absence.
- School work/lessons will not be provided by the School for students absent during term time for the purpose of family holiday or recreational activities.
- The School will not be held responsible for any long-term effect of the absence on the student's overall academic performance.

Reference: Attendance Policy Secondary School

11.1.5 Prolonged Absence

Where a student is unable to attend school for a lengthy period due to injury or chronic illness, the School will endeavour to adjust the assessment schedule within the guidelines of SCSEA. Medical certificates from General Practitioners or Medical Specialists must be provided to the School.

11.1.6 Suspension

Students on suspension are required to complete tests or examinations by arrangement with the Dean of Teaching and Learning. Assignments must be submitted via SEQTA before 5:00pm on the due date. Students are required to make arrangements with class teachers in the case of a group assignment or oral presentation. Parents/Guardians should check SEQTA Engage to see what work is being missed.

12. LATE WORK

12.1 LATE SUBMISSION OR NON-COMPLETION OF ASSIGNMENTS

- a. The student will be penalised by a reduction of 10% per day (20% over a weekend).
- b. After five (5) days the student will receive a mark of zero (0), or the work will only be assessed to determine if the targeted standard has been demonstrated. The student will still be required to submit the assessment to fulfil the course/qualification requirements.

12.2 ASSIGNMENTS LEFT AT HOME

Students who have left their work at home must inform the course teacher and submit the work via SEQTA Direct Message no later than 5:00pm on the same day that the assignment is due. It is the student's responsibility to provide evidence the message was successfully messaged. Students who fail to submit assignments left at home by 5:00pm will be penalised in the same manner as students who failed to submit assignments. (see *12.1 Late Submission or Non-Completion of Assignments*)

12.3 EXTENSION

Extensions may be given at the discretion of a teacher in cases of illness or significant personal issue. If a student is unable to complete a task by the due date, he/she must supply a medical certificate or a parent/guardian note to the course teacher to explain the extenuating circumstances before the due date. If approved, an alternative submission date will be determined in consultation with the Head of Department.

13. EXAMINATIONS AND EXTERNAL ASSESSMENT TASKS

Two (2) formal examinations per year will be conducted for Years 11 and 12 students for all ATAR courses. Year 12 students enrolled in General courses must complete an External Assessment Task (EST) in Term 2.

13.1 REGULATIONS

Regulations will be issued with the Examination Timetable, and are included as *Appendix A* to this policy. When attending examinations, students must adhere to the regulations that pertain to that examination. Infringement will result in an appropriate penalty.

13.2 ATTENDANCE

Students must attend scheduled examinations. If a student is ill for an examination, parents/guardians are required to:

- a. On the day of the examination notify the School via a telephone call, SEQTA Direct Message or email before 9:00am that their child will be absent.
- b. On the day of return after the absence, provide (via the student) a medical certificate explaining the absence addressed to the Dean of Teaching and Learning.

If points a. and b. (above) are adhered to the student will not be penalised. Arrangements will be made for the student to sit the examination at a negotiated time. The examination must be sat within a week of the original date for the results to be included in the student's marks.

If there is no satisfactory explanation for not adhering to points i) and ii) the student will receive a zero mark for that examination.

In other exceptional circumstances, special alternative arrangements may be made through the Principal. Participating in family holidays will not be accepted as an exceptional circumstance.

14. ASSESSMENT REVIEW AND APPEAL PROCESS

During the year, if a student considers that procedures used for their school assessment have not been in accordance with the School's assessment policy or SCSA guidelines, they must approach the Dean of Teaching and Learning.

The process that will be followed is outlined below:

- The student is to meet and discuss the assessment in question with the teacher of the course.
- If the student is still concerned, they are to meet with the Head of Department and the teacher of the course.
- If the problem still has not been resolved to the student's satisfaction, they must then meet with the Dean of Teaching and Learning with their concern outlined in writing.

Any appeal regarding Year 12 final results must be given, in writing, to the Dean of Teaching and Learning after receipt of the final Statement of Results and before the SCSA deadline for appeals.

15. RELATED SCHOOL POLICIES

- *Academic Reporting Policy Years 7 to 12*
- *Assessment and Reporting Policy and Guidelines Primary School*
- *Assessment Policy Years 7 to 10*
- *Senior Secondary Academic Studies Policy*

16. RELEVANT LEGISLATION

- *Australian Education Act 2013 (Cth)*
- *Australian Education Regulation 2013 (section 59) (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education 2005*
- *Equal Opportunity Act 1984 (WA)*
- *National School Reform Agreement 2018 (Modified 2020)*
- *School Curriculum and Standards Authority Act 1997 (WA)*
- *School Education Act 1999 (WA)*
- *School Education Regulations 2000 (WA)*



EXAMINATION RULES: YEARS 11 and 12

1. All items other than those listed on the examination timetable, as special requirements for some courses, are unauthorised. This includes, amongst other things, the following items:
 - watches, fitbits or smart technology
 - mobile telephones
 - pencil cases not made of a clear material
 - calculator cases
 - calculator instruction booklets
 - blank paper
 - map templates of any description
2. Students are not to enter the examination venue until instructed to do so by their supervisors.
3. All students' books and bags must be placed in an area designated by the examination supervisor before being seated.
4. Students must enter the examination venue in silence.
5. Students who complete their examination before the official finishing time may **not** leave the room early.
6. Students must not SPEAK or COMMUNICATE with another student in any way during an examination. Failure to observe this rule could lead to papers being cancelled. This rule applies from the time the question paper is handed out until ALL papers have been collected. Students must not speak until they have exited the examination venue.
7. Students who require attention must raise a hand and wait for the supervisor. Students must not call out at any time.
8. Only one side of the provided writing paper should be used and pages should be numbered (unless instructed otherwise).
9. Number all questions answered as indicated on the examination paper.
10. Reading time must be used for reading time only. Pens may not be used and no marking or annotating of exam papers is permitted in any way during this time (unless examination instructions explicitly state otherwise).
11. Student numbers rather than names must be written on the front of the examination answer booklet and also on any additional answer booklets used. Students will be provided with examination slips stating their student number prior to the examination period. Each student must bring their examination slip to every examination. The examination slip must not include any other markings or writing. Students will not be permitted to enter the examination room without an exam slip. Additional examination slips will be available for students to collect from Student Services if students forget their slip on the exam day.
12. Year 12 students are required to bring photo identification for the duration of the Semester 2 Examinations, consistent with ATAR Examination guidelines and procedures i.e. Driver's Licence. Student Services will provide students with a Student Identification statement including photo identification if required prior to the examination day. Photo identification is required for every Year 12 Examination.
13. No liquid paper is to be used. If a mistake is made it should be crossed out neatly. One line is sufficient.
14. No food (including lollies/chocolate/gum) is to be brought into or consumed in an examination room. Students may, if they wish, bring in a bottle of water. The drink bottle must be free of all markings and labels and may only contain water.
15. It is expected that no student will need to leave the examination venue for any reason. However, students will be supervised if they need to visit the toilet.

16. If students are ill (a medical certificate is required) or cannot attend a scheduled examination for any other legitimate reason, parents/guardians must call the School on the morning of the examination on 9495 8100 to make alternative arrangements. Missed examinations MUST be completed within five (5) school days by arrangement with the Dean of Teaching and Learning. Arrangements will also be made by the Dean of Teaching and Learning in the event a student misses an examination/s due to COVID-19 protocols.
17. All students must wear FULL School Uniform (Winter Terms 2 and 3; Summer Terms 1 and 4) for examinations. It must be clean and in good repair. Year 12 students are permitted to wear their Leavers' Jacket as an outer garment. For Semester 2 Mock Examinations, Year 12 students are required to wear Winter uniform.

Please note that during the examination period, Years 11 and 12 students attend school only on the days that they are sitting an examination and should make arrangements to return home after their examination concludes.

If students require additional support and assistance from their teachers during the examination period they must make prior arrangements with their teacher, sign in and out of Student Services on the day and wear school uniform.

Students studying Certificates or General courses will have Work Place Learning and/or tasks to complete at home, unless requested to attend school by a course teacher. If students are invited or requested to attend school for General courses and/or Certificate qualifications they should sign in and out through Student Services and wear school uniform.

Failure to comply with these Examination Rules will result in serious consequences consistent with the School's Assessment Policy which may include the nullification of a candidate's examination paper.