



ASSESSMENT POLICY YEARS 7 to 10

Section	Teaching and Learning
Number	TL1108
Version	March 2023
Pages	6
Date created	November 2008
Approved	School Council March 2023
Review	April 2024

1. INTRODUCTION

At John Wollaston Anglican Community School (the School) assessment is an integral part of the learning process. It assists both teachers and students in the development of learning profiles and in the remediation of specific problems. In particular, assessment assists schools to:

- Monitor progress and diagnose learning difficulties.
- Provide adjustments to the learning program to allow opportunities for all students to achieve intended outcomes.
- Develop alternative learning programs.
- Report on student progress.

The term 'assessment' refers to the various categories of tasks to measure a student's achievement: out-of-class and in-class assignments, tests, examinations, field trips, performances (e.g., Drama and Music) and practical work.

2. STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- Complete and submit the prescribed work requirements in each subject by the due date.
- Complete and submit all assessment tasks described in the Course Outline.
- Maintain a good record of attendance, conduct and progress.
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.
- Maintain accurate records for all assessment information.
- Maintain a subject portfolio and to make it available whenever it is required.

3. SCHOOL RESPONSIBILITIES

It is the responsibility of the teaching staff to:

- Design and develop a teaching/learning program aimed at meeting the achievement standards set out in the *Western Australian Curriculum*, *Australian Curriculum* or relevant *Australian Quality Training Framework (AQTF)* qualification.
- Provide students with a course outline and scheme of assessment at the commencement of the subject or qualification.
- Ensure that assessments are fair, valid and reliable.
- Maintain accurate records of student achievement and assessment.
- Inform students and parents/guardians of academic progress, particularly where students are deemed at risk.

4. STUDENTS WITH SPECIAL NEEDS

The School will ensure that students with special needs are catered for in an appropriate way and in accordance with the *Disability Standards for Education 2005*, *Disability Discrimination Act 1992*, *The School Education Act 1999* and the *Western Australian Framework*, *Australian Curriculum* and/or *AQTF* guidelines. Decisions regarding

strategies for accommodating students with special needs rests with the Head of Inclusive Education after consultation with relevant Heads of Department.

5. ASSESSMENT TASK RELIABILITY

5.1 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, collusion 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, colluded or plagiarised will also face disciplinary consequences which may include suspension.

For Year 10 students, 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.

5.2 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 an Authentication Statement included on the Assessment Task Sheet.

6. 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.

7. TRANSFERRING STUDENTS

Years 7 to 10 students who enter a subject late in the year will be assessed according to one of the following procedures:

- Recognition of the work done at the previous school if the information is available.
OR
- Grades will be awarded on the basis of assessments completed in the new subject.
OR

- If sufficient assessment tasks cannot be completed to determine a level of achievement, the student will not be subject to assessment for the semester.

8. FAILURE TO COMPLETE COURSE ASSESSMENT REQUIREMENTS

In order to earn competence for a qualification or a grade in a subject, a student must satisfactorily complete the structured educational and assessment program for that qualification or subject. If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in a student receiving a partial completion in a certificate or a lower grade. Absences may result in a student not fulfilling the requirements of a qualification or subject and thus may be deemed as unable to be assessed. Potential achievement will not be considered.

9. 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 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.

9.1 UNFORESEEN ABSENCES

♦ 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 teacher and
- arrange with the subject teacher to sit for the test or deliver the oral presentation 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.

♦ 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 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 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 ***10.1 Late Submission or Non-Completion of Assignments will apply.***

9.2 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 a fortnight 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 Secondary 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.

9.3 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 message 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

9.4 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 provide support to the student's learning program. Medical certificates from General Practitioners or Medical Specialists must be provided to the School.

9.5 SUSPENSION

Students on suspension will be required to complete tests or examinations by arrangement with the Dean of Teaching and Learning Secondary. 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.

10. LATE WORK

10.1 LATE SUBMISSION OR NON-COMPLETION OF ASSIGNMENTS

- The student will be penalised by a reduction of 10% per day (20% over a weekend).
- 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 subject/course/qualification requirements.

10.2 ASSIGNMENTS LEFT AT HOME

Students who have left their work at home must inform the subject teacher and submit the work via SEQTA no later than 5:00pm on the same day that the assignment is due. It is the student's responsibility

to provide evidence the assignment 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 **10.1 Late Submission or Non-Completion of Assignments**)

10.3 EXTENSION

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

11. RELEVANT SCHOOL POLICIES

- *Academic Reporting Policy Years 7 to 12*
- *Assessment and Reporting Policy and Guidelines Primary School*
- *Assessment Policy Years 11 and 12*
- *Senior Secondary Academic Studies Policy*

12. 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

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. All students' books and bags must be placed in an area designated by the examination supervisor before being seated.
3. Students must enter the examination venue in silence.
4. Students who complete their examination before the official finishing time may **not** leave the room early.
5. 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.
6. Students who require attention must raise a hand and wait for the supervisor. Students must not call out at any time.
7. Only one side of the provided writing paper should be used and pages should be numbered (unless instructed otherwise).
8. Rule a margin and number all questions IN THE MARGIN as they are on the examination paper.
9. Students' names should be on the top RIGHT hand corner of each additional or loose page used. Student names should also be on question papers unless otherwise instructed.
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. No liquid paper is to be used. If a mistake is made it should be crossed out neatly. One line is sufficient.
12. 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.
13. 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.
14. 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 due to COVID-19 protocols.
15. 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.

Regular classes must still be attended by all Year 10 students except for when examinations are occurring, as shown on the Examination Schedule. Failure to comply with these Examination Rules will result in serious consequences in accordance with the School's Assessment Policy which may include the nullification of a candidate's examination paper.