

YANCHEP SECONDARY COLLEGE

SENIOR SCHOOL

ASSESSMENT POLICY



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This policy is provided to all senior secondary students at Yanchep Secondary College and is based on SCSA requirements. In order to be successful in Years 11 and 12, it is vital to connect with the work of learning, and to be prepared to meet your obligations in the measurement of that learning. Assessment is how teachers measure your learning. Learning happens with effort and achievement. Please be familiar with your obligations as outlined in this policy and do not hesitate to see your teachers, the Deputy Principal or Principal if you ever have any queries about the policy.

Senior secondary schooling assessment has mandatory guidelines set by the School Curriculum and Standards Authority (SCSA). A course and assessment outline (including task deadlines) must be provided to students at the start of the learning program.

1. STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- complete all assessment tasks by the by the due date.
- maintain an assessment file for each course or subject studied and to make it available whenever required.
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for **five** lessons or more per term is deemed to be 'at risk' of not completing the course unit or subject requirements).
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.
- To keep original documents of all assessed tasks.

2. TEACHER RESPONSIBILITIES

It is the responsibility of the teacher to:

- develop a teaching/learning program that meets the SCSA requirements and guidelines.
- provide students with a course or subject outline and an assessment outline at the start of the course.
- ensure that assessments are fair, valid and reliable.
- provide students with timely assessment feedback and guidance.
- maintain accurate records of student achievement.
- meet school and external timelines for assessment and reporting.
- inform students and parents of academic progress as appropriate.
- HOLA and teacher may also retain copies of student work for the required duration until after the appeal process has concluded.

3. COMPLETION OF A COURSE

Students are required to:

- submit all out-of-class assessment tasks for marking on the due date.
- attempt all in-class assessment tasks on the scheduled date.

Note: If an assessment task cannot be submitted directly to the teacher it is to be submitted as per the teacher's directions.

Unless there is a reason that is acceptable to the school, failure to attend a scheduled in-class assessment task or submit on time an out-of-class assessment task may result in the student receiving a lower grade than expected at the end of the course.

If a student does not submit an assessment task or attend a scheduled in-class assessment task, the teacher will contact the parent/guardian to discuss the risk of the student not completing the course and to negotiate a solution.

It is not possible to gain extensions to deadlines, teachers will make their judgements on the evidence available by the deadline date. Extensions may be given at the discretion of the teacher in cases of illness or significant personal reasons when evidence is provided.

4. SPECIALLY SCHEDULED ASSESSMENT TASKS

If a student is absent from a specially scheduled assessment task (including test and examinations) the absence must be explained by the following:

- Medical certificate from a GP or Specialist and a telephone call or letter from the parent.

Where possible advance notice of absence is required.

If a student is not able to provide the required medical certificate, the following penalties may apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for part of the assessment missed as a result of the absence

Note: The parent/guardian will be informed of the penalty and any further disciplinary action.

Events that can be rescheduled are not a valid reason for absence from an assessment task (e.g. sitting a driver's licence test, preparation for the school ball).

Family holidays during the term are not considered a valid reason for absence of a specially scheduled assessment task.

Where a student is unable to attend school for a lengthy period due to injury, illness or school sanctioned event, the school may provide support to the students learning program.

5. CHANGES OF COURSE UNITS

Generally, it is not possible to change courses after the first four weeks as this places the student at risk of not completing the course requirements. When a student commences a course late they are at risk of being disadvantaged compared to others in the class.

The school will only consider course changes in exceptional circumstances and all requests to change are made through the Senior School Deputy Principal. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the new course.

Rigorous assessment will occur from the start of the year and students may be required to change courses due to poor performance. Students moved as a result of lack of academic achievement will be expected to catch up on course work missed prior to being moved.

6. TRANSFER FROM ANOTHER SCHOOL

It is the essential that any student who transfers into a class from the same course or subject at another school, must provide the school with the details of all completed assessment tasks.

7. CHEATING, COLLUSION AND PLAGIARISM

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking/rating, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor).

- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

Students must not cheat (ie engage in a dishonest act to gain an unfair advantage).

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Learning Area and then to the Deputy Principal Senior School. As part of this process, the student will be provided with the right of reply.

Note: Where a student permits others to copy their work they will also be penalised.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, the following penalties will apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for part of the assessment where the teacher can identify the part of the assessment task that has been copied or plagiarised.
- The work will not be accepted as valid evidence of their achievement.

Note: The parent/guardian will be informed of the penalty and any further disciplinary action.

8. EXAMINATIONS

When attending examinations students must follow the rules that apply to that examination. Penalties will be applied for any infringement of the rules. Students must attend all scheduled examinations.

The school will cater for students with educational needs in an appropriate way and in accordance with SCSA guidelines. Students will need to advise the school of any possible special needs to allow appropriate arrangements.

Examination conduct: Unacceptable behaviour

Any activity that allows one candidate to have an unfair advantage over other candidates is deemed to be unacceptable. All work submitted for assessment (including practical examinations) must be your own work. If it incorporates material that is not your own work, this material must be acknowledged appropriately. Plagiarism could lead to an examination mark being cancelled or being significantly reduced. You must obey instructions regarding dress, conduct, smoking etc. that apply in the school or centre to which you have been allocated for the examination. School authorities have the right to ask you to leave the premises if you do not abide by these rules.

9. REPORTING

Yanchep Secondary College will ensure students are kept well informed of their progress throughout the course. Teachers will provide prompt assessment feedback to students and parents will be kept regularly informed of their child's progress.

Students and parents/guardians will be informed when it is identified that there is a risk of students not:-

- Achieving their potential
- Satisfactorily completing the course requirements
- Meeting WACE requirements.