

# **YANCHEP SECONDARY COLLEGE**

**YEARS 7 - 10**

## **ASSESSMENT POLICY**



# **YANCHEP SECONDARY COLLEGE YEAR 7 -10 ASSESSMENT POLICY**



This policy is provided to all Year 7-10 students at Yanchep Secondary College. This policy prepares students for the rigours of senior school and helps students to be successful in their future. Assessment is how teachers measure your learning and 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, Program Coordinators, the Deputy Principal or Principal if you ever have any queries about the policy.

## **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
- 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 relating to assessment.

## **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 timelines for assessment and reporting.
- inform students and parents of academic progress as appropriate.

## **3. HEAD OF LEARNING AREA RESPONSIBILITIES**

- allocate grades to cohorts in their learning area.
- review all learning and assessment plans.
- facilitate moderation across cohorts.

## **4. 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.

## **5. SCHEDULED ASSESSMENT TASKS**

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.

If a student misses an assessment and is not able to complete 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

Teachers will give the student an opportunity to complete the task within a specific timeframe or make a professional judgement based on the students past performance.

## **6. CHANGES OF SUBJECTS**

Generally, it is not possible to change subjects 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 appropriate Program Coordinator.

## **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. 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 student to have an unfair advantage over other students 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, etc. that apply in the school.

Teachers have the right to ask you to leave the examination room 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 on Connect. 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