



Junior Student Assessment Policy (Years 7 to 10)

The school's procedures have been developed and aligned with the policies of the *P-12 curriculum, assessment and reporting framework* and the advice contained in the assessment supplement to ensure that the conditions of assessment treat all students fairly and there is equitable opportunities for all students. Exams, practicals and oral assessment for all subjects are held in scheduled class time. Assignments may be conducted over class and home time.

Assessment Calendars

The school will provide each student with an Assessment Calendar showing the proposed dates of all such assessments by the end of the third week of each semester. The calendar and any amendments to this Assessment Calendar will be published in the school newsletter.

Assignments

Assignments include all those assessment items which are completed over a period of time and have a set date, check date and due date.

Submission of Assignments

During the teaching and learning processes for assignment assessment, students must complete and submit drafts and check-ins directly to the class teacher by the draft due date in person, via email or via another method arranged by the teacher. The submission of drafts is mandatory as it allows students to obtain feedback on the assessment item prior to submitting the final copy. In providing feedback, teachers will indicate aspects of the response which need to be improved or developed in order to meet the criteria. They may indicate some textual errors and indicate that the draft requires more careful editing. Drafts are also used to provide evidence of authorship.

Late drafts will be collected as evidence of authorship, but feedback may not be provided by the teacher.

The number of times this is able to occur is dependent upon the nature of the subject and may vary between subjects.

If an unsatisfactory draft (or no/late draft) is submitted the teacher will

- contact the parent/carer to inform them of student progress and request their support to ensure completion. This contact will be recorded on OneSchool and referred to the HOD Curriculum.
- implement classroom-based strategies to support the student to improve unsatisfactory work and to ensure that a draft is submitted e.g. feedback, lunchtime or before/after school detentions.

Assignments are to be presented at the beginning of the lesson on the due date or, by negotiation with the teacher prior to the due date. Assignments must be given to the teacher as hard copy or in the form requested as part of the assignment itself. Assignments must also have the task and criteria sheet attached.

As assignments are set well in advance, there should rarely be a good reason for lateness and generally such good reasons should be known well in advance will be. If a student is absent from school on the day that an assignment is due, the parent/carer must contact the classroom teacher to explain the reason for the absence and





agree to a submission process. In some circumstances, the parent/carer may prefer to speak with the Deputy Principal or Guidance Officer.

Late or non- submission of an assignment

If a student does not hand in the assignment by the due date, the teacher will make a judgement based upon the student draft responses to assessment task and using the standards associated with the assessment task.

In the exceptional circumstances where a student does not submit a draft and a final assignment, a *N* is recorded.

Extension requests for an assignment

As assignments are completed over a period of time, illness only one or two days before the due date is not normally considered sufficient reason for an extension.

Extensions will also not be given

- where drafts were not submitted by the check date(s)
- due to computer,USB or printer breakdown
- due to participation in school related activities (e.g. camps, excursions, school and regional sport).

Any extension request should be submitted at least a week before the due date (unless exceptional circumstances arise). This is to be done by submitting the completed Extension Request form (accessed from the school website under the 'forms' tab) and supporting evidence e.g. medical certificate to the classroom teacher, who will discuss the reason with the HOD Curriculum. The student and parent/carer will be notified of the decision. Depending upon the reason for the extension request, a parent/carer may prefer to discuss this with the Deputy Principal or Guidance Officer before submitting.

Plagiarism

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. Examples of plagiarism include failing to reference:

- Sentence or paragraphs copied or closely paraphrased
- Others ideas, work or research data
- Work produced by someone else on the student's behalf and/or in conjunction with other people.

Students cannot be graded on work that is not their own. When plagiarism is identified the parent/carer will be notified and the contact recorded in OneSchool with referral to the HOD Curriculum. Where a student is found to have plagiarised the task, they will be required to resubmit at a date determined by the HOD Curriculum.

Examinations

Examinations include all assessment which is held at a set time on a set date. These may include written tasks and oral and multi-modal presentations and practical assessments.

Student absence on days when examination is due

If an examination is to be missed due to a special, serious and unavoidable circumstance (e.g. bereavement in the immediate family), the student's parent/carer should make contact with the Deputy Principal before the date of the





examination, to explain the circumstance. If approved, alternative arrangements for completing the examination will be made. The assessment task is usually completed on the first day of the student's return to school.

Should a student miss an examination because of illness, a signed note from the parent/carer must be given to the classroom teacher on the student's return to school. The assessment task should be completed on the first day of the student's return to school.

Cheating

Students found to be / suspected of cheating in an exam (e.g. in possession of banned items such as notes / electronic devices or communicating with other students) will have the part of the exam already completed collected and they will continue on with the remainder of the exam. After the completion of the exam, the teacher will OneSchool the incident and refer to the HOD Curriculum. The HOD Curriculum in consultation with the classroom teacher will make a decision regarding the results for the exam. This may involve:

- parts of the exam in question being disregarded while grading the exam.
- the student completing an alternative exam at the soonest possible opportunity
- additional consequences may be applied.

Exemption

If a student has an extended legitimate absence from school or special circumstance such that, in the opinion of the subject teacher and HOD Curriculum, it becomes unreasonable to expect that an assignment be submitted, an exemption may be given.

