

ASSESSMENT POLICY

2020



ASSESSMENT POLICY

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AIM

The following guidelines are outlined to ensure that students are aware of their responsibilities regarding the completion of assessment and to meet the requirements of their study programme.

WHAT ARE MY ASSESSMENT RESPONSIBILITIES?

- Record all assessment dates in your diary;
- Sit exams on the dates scheduled;
- Submit drafts by the due date;
- Submit final copy of assignments on the due date;
- Reference all work appropriately;
- Seek help/clarification from your teacher early;
- Apply for extensions well in advance.

ASSIGNMENT SUBMISSION

- Assignments must be submitted by the end of the lesson on the due date;
- Should the teacher be absent, the Curriculum Middle Leader or the Assistant Principal may be contacted by the teacher to arrange for the collection.

WHAT HAPPENS IF I DO NOT SUBMIT DRAFT ON DUE DATE?

EXPLAINED ABSENCE

- Ring absentee hotline 3489 4890;
- Email draft to teacher.

UNEXPLAINED ABSENCE

- *'Failure to submit draft'* letter sent home with student;
- Teacher will ask you to complete a draft in class on due date – but you have until 9.00am following day to submit a better version – office to date stamp;
- Diary entry for parents to sign;
- Name entered on database.

WHAT HAPPENS IF I DO NOT SUBMIT FINAL BY DUE DATE?

- Teacher will mark your draft;
- If no draft, student to complete in the lesson and submit for marking;

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- 'Failure to submit assessment' letter mailed home;
- Name entered on database;
- Curriculum Middle Leaders will follow up students.

ORAL AND MULTIMODAL PRESENTATIONS

- Scripts and any other supporting evidence for all students are to be submitted on the due date;
- Presentations may occur over a period after the due date;
- All presentations will reflect the script submitted on the due date.

WHAT HAPPENS IF I AM ABSENT ON DAY ASSESSMENT IS DUE?

- Teacher phones home – asks parent for student to email or drop off at office by 3.00pm;
- If not possible, student/parents must complete 'Application for Extension on Assignments/Exams' form with medical certificate or parent declaration;
- If reason not illness, student to see the Assistant Principal – Curriculum 7-12 upon return to school with full or partial assignment;
- If procedures above not followed, teacher will mark draft;
- 'Failure to submit assessment' letter home – name on database.

WHAT ARE VALID REASONS FOR EXTENSIONS?

- Student or family illness;
- Family reasons;
- Representation at high level sports on day of exam;
- Long term illness/explained absence apply to exemptions only.

WHAT EVIDENCE DO I NEED TO SUPPORT MY REQUEST FOR EXTENSION?

- Medical certificate or parent declaration;
- School Counsellor, Middle Leaders or Assistant Principal support letter;
- Evidence from coach.

AN EXTENSION WILL BE REFUSED FOR THE FOLLOWING REASONS:

- Technical difficulties with a computer or printer – handwritten versions will be accepted by teachers;

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- Computer failure;
- Absences due to family holidays.

Extension means that you need some extra time to complete the task or need to sit exam on an alternative day.

WHY DO I HAVE TO REQUEST AN EXEMPTION OR CHANGE TO MY TEST DATE?

- An extension or change to exam date may give a student an unfair advantage over other students. It is important that a clear policy is prescribed so that fairness and equity is preserved.

HOW TO REQUEST AN EXTENSION OR EXEMPTION

- Fill out '*Application for Extension on Assignments/Exams*' form from the office. Fill in all details;
- Attach documents to provide evidence;
- Give to your subject teacher;
- Submit the application to your teacher well in advance of the due date (the earlier the better!).

EXPECTATIONS REGARDING OWNERSHIP

- Students will be warned and taught about plagiarism;
- Students need to know how to take notes, summarize, synthesise and reference their sources.

PLAGIARISM – WHAT IS IT?

- Copying or changing someone else's work from books, internet, other students and submitting it as your work;
- Inaccurate referencing may suggested plagiarism.

WHAT HAPPENS IF YOU PLAGIARISE?

If there is evidence that your work has been substantially copied from another author without referencing, the teacher will:

- Talk with student about possible causes;
- Refer to the Curriculum Middle Leader who will meet with student and organise for student to re-do the task under exam conditions;
- Students may be required to complete an alternative task;

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- Curriculum Middle Leader will inform parents and a record will be made on the 'academic integrity database';
- Interview with parents, student, Curriculum Middle Leader and Assistant Principal will be conducted if this is ongoing;
- Only work that is yours will be marked;
- If no evidence of your work, no result is possible.

BIBLIOGRAPHY OR REFERENCE LIST

- All assignments must have a bibliography or reference list;
- Cite this for me.

ESSENTIALS FOR SUCCESS

- Do school work every day at home (at least 10 hours a week);
- Use planning tools and timelines to help you meet deadlines;
- Communicate with your teacher at all times as early as possible to seek advice/help/clarification;
- Keep a copy of your assignment;
- Always back up your work
 - i. USB, External Hard Drive;
 - ii. School Portal, Cloud.
- Borrow/buy the books from the library titled: *'How to write what you want to say...'* and *'Text Types – a writing guide for students'*.