

MOUNT BARKER COMMUNITY COLLEGE

SENIOR SCHOOL ASSESSMENT POLICY

NOTE: This assessment policy complies with School Curriculum and Standards Authority requirements. It is provided to all senior secondary students at Mount Barker Community College.

1. Student responsibilities

It is the responsibility of the student to:

- Attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- Maintain an assessment file for each unit (or pair of units) 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 pertaining to assessments.

2. Teacher responsibilities

It is the responsibility of the teacher to:

- Develop a teaching and learning program that meets the WACE syllabus requirements for the course
- Provide students with a course unit outline and an assessment outline at the start of the course
- Ensure that all assessment tasks are fair, valid and reliable
- Provide students with timely assessment feedback and guidance
- Maintain accurate records of student achievement
- Meet college and external timelines for assessment and reporting
- Inform students and parents of academic progress, as appropriate

3. Completion of a course unit

A grade is assigned for each unit (or pair of units) unless, for reasons acceptable to the College, the student is not able to complete enough assessment tasks to provide the College with sufficient evidence to enable a grade to be assigned.

Students are required to:

- Attempt all in-class assessment tasks on the scheduled date
- Submit all out-of-class assessment tasks on or before the due date

Unless there is a reason that is acceptable to the College failure to attend a scheduled in-class assessment task or submit on time an out-of-class assessment task may result in the student either:

- Receiving a lower grade than expected at the end of the unit or pair of units (if the reason for non-completion/submission is not acceptable to the College), **or**

- Receiving a U (Unfinished) notation instead of a grade (if the reason for non-completion/submission is acceptable to the College and the student can complete other work in the future to allow the College to assign a grade).[Note: A 'U' notation can be converted to a grade]

For an out-of-class assessment task, where the student **does not** provide a reason which is acceptable to the College, the following penalties apply:

- 20% reduction in the mark for EACH day late.
- A mark of zero if submitted more than four days' late or not submitted.

Where a student is likely to experience difficulty meeting a deadline, they must discuss the matter with the teacher at the earliest opportunity before the due date. A request for an extension **MUST** be made **no later** than two days before an assessment task is due.

For a missed in-class assessment task, where the student **does not** provide a reason which is not acceptable to the College, the student will receive a mark of zero.

If the 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 unit (or pair of units) and to negotiate a solution.

*Assessments not submitted by the due date **may result in other sanctions** such as not being able to attend school functions (eg Ball, Countryweek, Royal Show, Upper School Sport).*

4. Retention and disposal of student work

Students are responsible for retaining all of their marked written assessment tasks and folios. The college will retain all non-written assessment tasks. This material is required by the teacher/s when assigning grades at the completion of a unit (or pair of units) and may be required by the School Curriculum and Standards Authority for moderation purposes. The use of materials for any other purposes requires the written permission of the student.

Students will have access to their assessment files for revision purposes. The College retains the files until the marks have been accepted by the School Curriculum and Standards Authority. The written assessment tasks and/or folios are available to students for collection after the marks have been accepted. All materials not collected by students by the beginning of the next school year and all non-written assessment tasks will be securely disposed of by the College.

5. 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, 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 (i.e. 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 relevant Program Co-ordinator responsible for the course. As part of this process, the student will be provided with the right of reply.

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

- A mark of zero for the whole assessment task, **or**
- A mark of zero for the part of the assessment task where the teacher can identify that it has been copied or plagiarised.

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

6. Acceptable reasons for non-completion or non-submission

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the college. For example:

- Where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment is scheduled.
- Where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.

In such cases the parent/guardian must provide either a medical certificate or a letter of explanation immediately the student returns to school.

Where the student provides a reason which is acceptable to the college for the non-completion or non-submission of an assessment task, the teacher will:

- Negotiate an adjusted date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- Decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- Re-weight the student's marks for other tasks (if, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to enable a grade to be assigned), **or**
- Statistically estimate the student's mark for the assessment task on the basis of their marks in similar tasks.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test, preparation for the College ball). Family holidays during the term are not considered a valid reason for non-completion or non-submission of an assessment task.

7. School Examinations

A written examination will be held in ATAR courses at the end of Semester 1 and the end of Semester 2. Examinations may be scheduled for General courses. Examinations are included in the assessment outline for the unit/s.

8. Reporting Achievement

Mount Barker Community College reports student achievement at the end of Semester 1 and at the end of Semester 2.

For all Year 12 students, for each Stage 2 and 3 course unit, a statistically adjusted school mark is reported by the School Curriculum and Standards Authority on the student's Statement of Results. Details of the process that the Authority uses to adjust the marks submitted by the college are available on the Authority website at

http://www.scsa.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks

Information about calculating the ATAR for university entry is available on the TISC website at www.tisc.edu.au.

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It is important that you read and understand the *Assessment Policy*. Keep your copy for future reference.

Please indicate below that you have read and understood this policy.

Signed:

Student: _____ **Parent:** _____

Date: _____