



## Mindarie Senior College Assessment Policy 2017

### INTRODUCTION

This policy has been developed to ensure that students, parents/guardians and teachers are aware of their responsibilities in the assessment process.

#### **Adaptive and Supportive Education in the Young Adult Learning Environment**

It is the task of the College to adequately work with and for students who experience difficulties with their learning. The College will adapt the curriculum and assessment practices where possible to allow all students the greatest possible access to learning opportunities.

The first step in this process is to identify students who may experience difficulties. In some cases the previous College will provide this information to the College. Identified students will be supported by the Academic Support Teacher in collaboration with the course teachers. Students can self-refer to the Manager of Student Studies for further support and advice.

### 1. OVERVIEW

The purpose of assessment is to assist students, teachers and parents/guardians to:

- monitor the progress of all students and identify issues impeding student progress;
- adjust programs to ensure all students have the opportunity to demonstrate the intended outcomes; **and**
- report on student achievement accurately.

**Assessment procedures must therefore be fair, valid and reliable.**

### 2. ASSESSMENT GUIDELINES

Student guidelines have been set by the School Curriculum and Standards Authority (SCSA) and adherence to these parameters is mandatory. At the beginning of each course the following **must** be provided to students:

- A course outline/program
- The relevant syllabus
- A clear Assessment Schedule showing the weightings for tests, exams, assignments and other assessments. Students will be informed of the dates when these assessments will be due. In some cases the teacher will consult with the class or group and negotiate these date(s). These will then be clearly publicised.

### 3. STAFF RESPONSIBILITIES

The teaching and administrative staff at Mindarie Senior College will work towards developing a learning environment that supports the students and will:

- develop a teaching and learning program that marries the requirements of the current SCSA guidelines and the College ethos;
- provide students with an “overview and assessment outline” at the commencement of the course;
- ensure that assessments are fair, valid and reliable;
- program sufficient and valid tasks for the basis of interim reporting;
- maintain accurate records of student achievement and assessment;
- meet College and external timeframes for assessment and reporting; **and**
- inform students and parents/guardians of academic progress as appropriate.

### 4. STUDENT RESPONSIBILITIES

It is the student’s responsibility:

- to attend regularly, be punctual and participate in class activities.
- to perform all assessment tasks by the agreed or negotiated due date. It is the student responsibility to adhere to this date.
- to be up-to-date with all course work including class work, assessments, tests and exams. Assessments are required by SCSA when moderation visits occur and for small group moderation purposes;
- to initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessments.

As a consequence of the above responsibilities, the following procedures have been implemented as College policy where students fail to submit tasks.

### 5. PROCEDURES FOR ASSESSMENT TASKS

Each teacher will ensure that all students are clearly and explicitly informed at the beginning of the year/semester about the procedure for calculating the results in their course area. Failure to submit assessment tasks by the set time will result in a lower mark being awarded unless the student provides acceptable evidence. Where possible, advance notification of absence is required. Going on a holiday is not a valid reason for students to miss College. However, if this does occur, it is the student’s responsibility to liaise with his or her teachers to request the study requirements for that period of absence from the College; however it is not incumbent on the teachers to provide study material for vacation absences.

#### **a) Extensions**

A student may apply to the class teacher for an extension to the due date for a task. Extensions may be given at the discretion of a teacher in consultation with the Manager of the Learning Area.

If a student does not apply for, or receive an extension, then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

#### **b) Late or Missed Assessments**

The College will accept the following conditions as acceptable evidence:

- sickness or injury supported by a certificate from a Medical Practitioner or a valid note from parents or guardians.
- a major family upset – confirmed by a written statement from a responsible adult.
- transfers between schools.
- a situation that is deemed acceptable by the Manager of the appropriate Learning Area.

For practical assessments that cannot be replicated (ie. Outdoor Ed Camps), a medical certificate is required. Where this is the situation, students who have been absent due to an acceptable reason, should negotiate with the class teacher for an alternative arrangement.

*An unacceptable reason could result in a mark of zero.*

#### **c) Late Work Penalty**

Late work will be penalised by 10% off the raw score per College day (including Wednesday) to a maximum of 30%. After 7 days it is at the teacher's discretion to negotiate a plan for the completion of the work (i.e. Wednesdays, after school, break times) and deducting further marks which could result in a final mark of zero. Certificate courses require students to submit 100% of the unit evidence by a set date and failure to do this may result in a student not achieving the assessed unit of competency and therefore not receiving the full qualification.

### **6. CHEATING AND PLAGIARISM**

If cheating in a test or examination is established, then students could be given a mark of **zero** for that assessment. This will clearly affect their progress in the course. Those students who allow other students to access their work during a test or examination will be similarly penalised. Students who submit work that is not their own or has been copied from an unquoted source will be asked to resubmit their own work which will attract a late penalty. Failure to do this will result in a zero score being awarded.

### **7. PROLONGED ABSENCE**

Where a student is unable to attend College for a lengthy period owing to injury or illness, the College may be approached to provide some support to the student's learning program.

### **8. CHANGING COURSES**

- Where possible, recognition of comparable course achievement will be given and credit granted. Students who move to a lower stage in a course should be allowed to transfer credit on the work completed with an appropriate marks adjustment made.
- Course changes from ATAR to General are dependent on the capacity of the College to provide for the change and must have the agreement of parents. Course changes must be organised through the Associate Principal or nominated staff.
- All students may be required to complete missed work.
- Where a student enters the College during the year, credit for the completion of work in the same course will be based upon the student and/or previous school supplying appropriate evidence.

### **9. EXAMINATIONS**

#### **a) Regulations**

- When attending examinations, students must adhere to the regulations that pertain to that examination.
- Regulations will be issued with the examination timetable.
- Infringement will result in an appropriate penalty, as per WACE and may also affect student's Good Standing.

#### **b) Attendance**

Students should attend scheduled examinations. If students fail to attend an examination they may receive a mark of zero. In exceptional circumstances, special alternative arrangements may be made through the Principal or his/her representative. A Medical Certificate may be required for missed examinations at the discretion of the Learning Area Manager.

#### **c) Students with Special Needs**

The College will ensure that students with special needs are catered for in an appropriate way and in accordance with SCSA guidelines.

### **10. REPORTING**

Students will be kept informed of their progress throughout their enrolment in a course.

Teachers will assess completed tasks, and relay assessment information to the student promptly.

Parents and Mentor Teachers will be regularly informed about a student's progress. Both students and parents/guardians will be informed when it is identified that there is a risk of the student not completing a course and / or failure.