

Greenwood College

Lower School Assessment Policy - 2022



Greenwood College expects students in Years 7, 8, 9 and 10 to take responsibility for their learning and, in conjunction with their families, supports students to achieve success.

The **Lower School Assessment Policy** has been developed so that students, parents/carers and teachers are aware of their responsibilities within the assessment process, and support students to achieve to their potential.

Assessment assists teachers and schools with:

- Monitoring the progress of students and diagnosing learning difficulties
- Providing feedback to students
- Differentiation of learning programs
- Reporting student achievement to parents
- Whole-school and system planning, reporting and accountability procedures

Assessment procedures at Greenwood College will be fair, valid and reliable.

Student Responsibilities

It is the responsibility of every student to:

- Complete all course requirements by the due date
- Complete all assessment tasks described in the course outline by the due date
- Organise course work and required resources effectively
- Maintain a good record of attendance, conduct and progress
- Initiate contact with teachers regarding absences, missed assessments, extension requests and additional support

Staff Responsibilities

It is the responsibility of staff to provide every student with:

- The Greenwood College Lower School Assessment Policy
- The course outline, assessment outline and timeline for each subject studied
- Access to the above documents in the 'Content' section of the course *Connect* page

It is the responsibility of staff to:

- Ensure that all assessments are fair, valid and reliable
- Provide students with timely assessment feedback and guidance
- Maintain accurate records of student achievement and assessment, including notes for excluded tasks
- Meet school and external timelines for assessment and reporting
- Inform students and parents of academic progress as appropriate

- Develop a teaching and learning program that adheres to the School Curriculum and Standards Authority (SCSA) guidelines

Assessments

Non-submission or Late Submission of Assessment Work

- Students must submit all assessments by the due date
- Course work not submitted by the due date, without a valid reason, will result in a loss of marks of no more than 10% of the total mark per day that it is overdue, at the discretion of the Learning Area

Extensions to Assessment Due Date

- Students may apply for extensions; approval is at the discretion of the classroom teacher in consultation with the Head of Learning Area
- Applications for an extension must be made at least 24 hours prior to the due date
- Extensions are not available for unapproved absences (eg. a holiday during term)
- Course work not submitted by the extension due date, without a valid reason, will result in a loss of marks of no more than 10% of the total mark per day that it is overdue, at the discretion of the Learning Area

Assessment Tasks

- Student absence from a scheduled assessment task must be explained via communication to the classroom teacher from parent/carer through email, phone call, note or medical certificate
- Students will have the opportunity to complete scheduled assessments, or an alternative valid task, following explained absences
- Oral presentations that form part of the assessment schedule must be completed as per all assessment tasks.

Prolonged Absences

Where a student is unable to attend school for a lengthy period due to injury, illness or approved event the College may:

- Provide support to the student's learning program, including the provision of online resources or accessing external agencies
- Modify the student's assessment program and apply professional judgement as required

Cheating, Collusion and Plagiarism

Students must not act dishonestly or unfairly in order to gain an advantage.

- All work in each individual assessment task must be the original work of the student
- Students may not submit work that has been prepared or substantially contributed to by another person
- Students may not submit work that has been copied or downloaded from other sources such as the internet

If a student is found to have cheated, colluded or plagiarised, their parent/carer will be informed and penalties may be applied to the student's mark.

Students with Special Educational Needs

Students with a diagnosed disability, where the application of special conditions improves their ability to access tasks, will have assessments adjusted. Adjustments will be consistent with those described in SCSA's Guidelines for Disability Adjustments for Timed Assessments, and noted in student plans.

Reporting on Student Achievement

The College formally reports on student achievement each year:

- Reporting is completed at the end of Semester 1 and Semester 2
- An Interim Progress Report may be issued at the end of Term 1
- Reports provide an overall Year-level achievement grade, and may include a grade for Learning Area outcomes
- Students receive an assessment of attitudes, behaviours and values
- All achievement standards are determined with reference to the Department of Education endorsed *Judging Standards* tool
- Students transferring between schools may receive credit and be reported on if appropriate evidence of achievement level is provided

Parents/carers are able to monitor student progress through *Connect*, as well as through communication with classroom teachers.

Information included in reports may differ in reporting periods due to unforeseen disruption.