

Senior School Assessment Policy

GREENWOOD COLLEGE ASSESSMENT POLICY

The following student assessment policy has been developed so that students, parents and teachers are aware of their rights and responsibilities in the assessment process.

1. Overview

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnosing learning difficulties
- providing feedback to students
- adjusting programs
- developing subsequent learning programs
- reporting student achievement to parents
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures will, therefore, be fair, valid and reliable.

2. Assessment guidelines

Senior secondary schooling assessment has mandatory guidelines set by the School Curriculum and Standards Authority (SCSA). A course and assessment outline (including task deadlines) must be provided to students at the start of the learning program.

3. Student Responsibilities

It is the student's responsibility to:

- complete all course requirements by the due date
- maintain a folio of evidence for each course studied and make it available whenever required.
- maintain a good record of attendance, conduct and progress (a student who is absent for five days per term is deemed to be at risk)
- initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment

4. Staff Responsibilities

It is the responsibility of staff to:

- develop a learning program that meets SCSA requirements and guidelines
- provide students with a course and assessment outline at the start of the subject
- ensure that assessments are fair, valid and reliable
- provide students with timely assessment feedback and guidance
- maintain accurate records of student achievement and assessment
- meet school and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate

5. Missed assessment work due to absence from class

(a) General

If a student is absent from class, his or her ability to achieve to potential is diminished. Extended approved/unavoidable absence frequently results in lower levels of achievement, or unit assessment requirements not being met, and being reported as “U”. This may have WACE implications. A “U” for “Unfinished” will only be used when a student does not have an opportunity to complete the assessment requirements for a course, the reason for non-completion is acceptable to the school and the student commits to completing the assessment by a due date acceptable to the school.

(b) Specially scheduled assessment tasks

Absence from a specially scheduled assessment task (including test and examinations) must be explained by the following:

- medical certificate
- telephone call or letter from parent

Satisfactory explanation of the absence may enable the student to complete that assessment task, or a similar task, and gain credit.

Where possible, advance notification of absence is required.

In cases where a student is unable to attend to complete a specially scheduled assessment task, and where appropriate supervision is guaranteed, the student may be given permission to complete that task in an alternative venue.

Where there is no satisfactory explanation of an absence from a scheduled assessment task, or alternative arrangements cannot be made, the student may be awarded zero for the assessment.

(c) Prolonged absence

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

- provide support to the student’s learning program
- modify the students assessment program and use professional judgement

6. Changing courses

Generally, it will not be possible to change courses after the first 4 weeks of commencing the unit (two weeks for semester units), as to do so would place the student at risk of not completing the requirements of the new course. The school will only consider course changes in exceptional circumstance. All changes must have parental approval. Course changes must be organised through the Deputy Principal.

Students cannot generally be given credit for work not completed in the subject. However, where possible students will be given the opportunity to complete assessments missed and gain credit. Recognition of comparable achievement will be given and gain credit.

Where a student changes schools during a school year, credit for the completion of work in the same subject will be given upon the student and/or previous school supplying appropriate evidence.

7. Non-submission or late submission of work

Senior School students who come to Greenwood College must complete all assessments other than for a valid reason approved by the school. Students not submitting work punctually will be required to complete work in their own time at school.

(a) General

A subject outline and assessment schedule will be provided to each student at the commencement of the course. Due dates are to be adhered to. Where adjustments are made to the assessment schedule, it will be made in close consultation with students and clearly publicised.

It is a teacher's responsibility to manage the assessment schedule. It is a student's responsibility to submit assessed work on time.

Lateness penalties will be outlined in the course and assessment outlines.

Parents or guardians will be notified in cases where concern for a student's progress emerges.

(b) Extensions

Generally, it will not be possible for students to gain extensions to deadlines. Teachers will make their judgments on the evidence available by deadline. Extensions may be given at the discretion of a teacher in cases of illness or significant personal problems. If a student does not receive an extension then the course lateness policy will apply.

8. Cheating, Plagiarism and Collusion

Students shown to have cheated or been involved in plagiarism or collusion in assessed work or in examinations will not have that work accepted as valid evidence of their achievement.

Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, all or part of the work is essentially copied. Collusion is when a student submits evidence of achievement that is not entirely his or her own work. Penalties for collusion are the same for plagiarism, but will apply to all students involved. If work that is not the original product of that student is submitted for assessment, it may not be resubmitted.

9. Examinations

(a) Rules

When attending examinations, student must adhere to the rules that apply to that examination. Details of rules will be issued with the examination timetable. Infringement of rules will result in an appropriate penalty.

(b) Attendance

Students must attend scheduled examinations. In exceptional circumstance, special alternative arrangements may be negotiated through the Deputy Principal before the examination date. Participating in family holidays will not be accepted as an exceptional circumstance.

10. Students requiring special consideration

The school will ensure that students with special educational needs are catered for in an appropriate way and in accordance with SCSA guidelines. Students should advise the school as soon as possible of any special needs to allow organisation of special arrangements.

11. Reporting

Students will be kept informed of their progress throughout their course. Teachers will assess completed tasks and provide prompt assessment feedback to the student. Parents will be regularly informed about a student's progress.

Students and parents/guardians will be informed when it is identified that there is a risk of students not:

- achieving their potential
- satisfactorily completing the course requirements
- meeting WACE requirements.

Date: 4 February 2013

Student Name: _____

I have read the Greenwood College Assessment Policy and am aware of my responsibilities.

Students Signature: _____

Parent's Signature: _____