

Greenwood College

Senior School Assessment Policy – 2021



Greenwood College expects Year 11 and 12 students to take responsibility for their learning, and in conjunction with their families supports students to achieve success. The Senior School Assessment Policy has been developed so that students, parents/guardians and teachers are aware of their rights and responsibilities in the assessment process.

Senior School student assessment has guidelines set by the School Curriculum and Standards Authority (SCSA). Adherence to these parameters is mandatory.

Unless specified, the word *course* also refers to school-based certificate qualifications.

Information provided to students

At the commencement of the course teachers will provide electronic access via CONNECT to the following documents:

- The SCSA syllabus for the pair of units which includes the grade descriptors
- A course outline for the pair of units that shows:
 - all the content from the syllabus in the sequence in which it will be taught
 - the approximate time allocated to teach each section of content
- An assessment outline for the pair of units that includes:
 - a general description of each assessment task including the assessment type, the syllabus content on which it is based, the approximate timing of each task and the task weighting

For certificate qualifications students will be provided with a delivery schedule which outlines the Units of Competency required and a timeline to be adhered to.

Reporting on student achievement

The College reports on student achievement at the end of Semester 1 and 2.

As a minimum the report provides for each course:

- a grade*
- the percentage mark in the school-based examination (for ATAR courses)
- the overall percentage mark*
- a statement of progress (for school-based Certificate Qualifications)

**The Semester 1 mark and grade are interim results as they are not finalised until the pair of units is completed at the end of the year.*

Student progress

Students and their parents/guardians will be kept informed of their academic progress including notification when:

- a student receives less than 50% on any assessment item (Foundation/General course)
- a student receives less than 55% on any assessment item (ATAR courses)
- a student fails to meet an assessment deadline
- satisfactory progress is not being met for school-based certificate qualifications
- students are at risk of not meeting the achievement standard required to achieve WACE

Year 11 and 12 ATAR students will complete at least one formal assessment by the conclusion of Week 4 Term 1. If it is deemed that students are at risk of unsatisfactory achievement in an ATAR course the Deputy Principal – Senior School will contact parents/guardians to negotiate a more suitable course placement.

When students are engaging in external certificate courses that result in regular absence from timetabled classes, it is their responsibility to remain up to date with school-based assessment work. If progress in school based or external courses is at risk the College may withdraw enrolment in the qualification.

If students do not demonstrate satisfactory academic achievement in Year 11 they may be required to:

- change pathway at the conclusion of Semester One Year 11 or for the commencement of Year 12
- repeat Year 11

Absence from an assessment

Absence from an in-class assessment

- Advance notification (via the College Reception 9243 9200 prior to 9.00am) of absence from scheduled assessment tasks including tests and examinations is required unless there are special circumstances.
- A medical certificate or letter of explanation must be provided directly to the course teacher immediately following the student's return to school.
- Where the student provides a reason that is acceptable to the College the teacher will make alternative assessment arrangements.
- Where there is no satisfactory explanation the student will be awarded a zero for the assessment.
- Holidays and other events that can be rescheduled will not be considered valid reasons.

Prolonged absence (3 or more days)

- An application for authorised leave must be submitted two weeks prior to scheduled prolonged absences
- Where a student can provide a medical certificate or is participating in a school approved event the College may be able to modify the assessment programme.
- Valid documentation must be provided and alternative arrangements organised prior to the prolonged absence when it is a scheduled activity.
- If the documentation provided is deemed to be unsatisfactory the student will be awarded a zero for the assessment.

Non submission or late submission of assessment work

Students must submit all assessments by the due date.

- If a student fails to complete WACE course work and there is no valid reason a penalty of 10% per day (exclusive of Saturday and Sunday and any holiday) will be applied.
- If work is not submitted within four days of the deadline a 100% penalty will apply and the students will be awarded a zero
- If the non-submission of work (including units of competency for certificate qualifications) is deemed to be placing the students at risk of insufficient progress towards WACE achievement the student will be required to remain at school beyond the beyond length of the normal school day, during examination periods or after the final school day for Year 11 and 12.

Extensions

- Students may apply for extensions. Approval will be granted at the discretion of their teacher.
- Applications for an extension must be made 24 hours prior to the due date.
- Extensions will not be granted for holidays being taken during term time.
- In the event an extension is granted and work is not submitted by the revised due date penalties as per non-submission of work will apply.

Examinations

- When attending examinations students must adhere to the rules that pertain to each examination. These will be issued with examination timetables.
- Infringement will result in an appropriate penalty, determined at the discretion of the Deputy Principal – Senior School.
- Students must attend scheduled examinations. In an exceptional circumstance alternative examination dates may be approved through the Deputy Principal – Senior School. Applications must be received in writing prior to the examination date.
- For school examinations, in the event of temporary sickness, non-permanent disability, or an unforeseen event occurring during or just before the examination, students must submit a Sickness/Misadventure Application form available from the College reception.
- Participation in family holidays will not be accepted as an exception circumstance.
- A student who does not attend an examination and does not supply appropriate evidence will be awarded zero for the examination.

- For WACE examinations, in the event of temporary sickness, non-permanent disability, or an unforeseen event occurring during or just before the examination, students may apply for special consideration to be given to their examination marks. In such cases the Sickness/Misadventure Application form accessed via the SCSA website must be submitted.

Externally set tasks

- All students enrolled in General or Foundation courses in Year 12 are required to sit the Externally Set Task (EST).
- The EST is set by SCSA and will contribute 15% of the assessment mark for each course.
- Students who are unable to attend a scheduled EST due to a TAFE or external training commitment must provide advance notice to allow an alternative test date to be negotiated.

Cheating, Collusion and Plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking any work which:

- is prepared or substantively contributed to by another person
- is copied or downloaded from the internet without acknowledging the source

If it is demonstrated that a student has cheated, colluded or plagiarised:

- the parent/guardian will be informed of the suspected breach
- a mark of zero for the assessment task will be awarded, or
- a penalty deemed appropriate by the Head of Learning Area or Teacher in Charge will be applied

Students with Special Educational Needs

Students with a diagnosed disability will, where the application of special conditions improves their ability to access assessments, have assessment tasks including school-based examinations adjusted. Adjustments granted will be consistent with those described in SCSA's *Guidelines for disability adjustments for timed assessments*.

For Year 12 students with a diagnosed disability the College will liaise with parents/guardians to determine if an application to SCSA for special examination arrangements should be lodged. Where approved by SCSA for external ATAR course examinations, these arrangements may differ from those the College has used for school-based assessments. The approval of special examination conditions may require examination attendance at an alternative venue.

Extraordinary Circumstances

If the assessment of individual students or groups of students is affected by extraordinary circumstances including a catastrophic event:

- based on the completed assessment tasks the teacher makes a professional judgement of the performance of the students affected by the event
- where additional assessment tasks are required to enable professional judgment to be made, the assessment outline is modified for student/s affected by the event
- the College informs the student/s affected by the event and their parents/guardians of the changes to the assessment schedule

Security of assessment tasks

In cases where the same in-class assessment task is used as there is more than one class, to ensure no students are unfairly disadvantaged, the question papers will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes.

Students must not discuss the nature of the questions with students from other classes until after all classes have completed the task. Discussion of the questions will be treated as collusions and the appropriate penalties will be applied.

Transfer between courses

The deadline for student transfers in Year 11 and Year 12 is Friday of Week 4 in Term 1.

- Course changes must have parent/guardian consent and be approved by the Deputy Principal – Senior School.

- Course changes are subject to approval based on SCSA requirements, past academic achievement and available space.
- Where a transferring student has an assessment program that differs from other students the students will be provided with an individual assessment outline showing how a school mark for the unit or pair of units will be determined.
- In Year 11 course changes in exceptional circumstances will be considered at the conclusion of Semester One.
- Year 11 students enrolled in a Foundation course may be required to transfer to a General course for Semester 2, if they meet the literacy and/or numeracy standards in the March round of the Online Literacy and Numeracy Assessment (OLNA).
- The enrolment in school based certificate qualifications is a two-year commitment. Applications to enrol or withdraw after Week 4 in Term 1 of Year 11 will only be considered in exceptional circumstances and are not always possible.

Transfer between schools

Where a Year 11 or 12 student changes school part way through the year, credit for the completion of work in the same course will be awarded if the student and/or previous school supplies appropriate evidence.

Credit towards the completion of Certificate Qualifications is conditional to recognition by the College's relevant Registered Training Organisation and is not always possible.

Retention of assessment work

Students are responsible for retaining all of their marked written assessment asks. To assist students, the College will establish an assessment file for each student for each course. Files must be retained until the College's grades are approved by SCSA, at the end of the window for student assessment appeals in Term 4.

Students will have access to their assessment file for revision purposes during class time and for school-based study through negotiation with the relevant HOLA/TIC.

Assessment files will be available to students for collection at the end of the school year. All materials not collected by the end of the year are securely disposed of by the College.

Non-completion of the assessment program (Awarding of a U)

If the reason for non-completion of the assessment program is acceptable to the College, and sufficient evidence is available then the teacher can make a professional judgement of the grade to be assigned for the unit or pair of units.

If the reason for non-completion is acceptable to the College but sufficient evidence of student achievement is not available, then for a Year 11 course a U (unfinished) will be submitted if additional time is to be provided to complete further assessment tasks. When a U status is not amended before the scheduled date for the final upload of student achievement data, the U will default to an E grade.

A U notation cannot be submitted for any Year 12 course.

Appeals

If a student considers there is an issue about the delivery of a course, the marking of one or more assessment tasks or the grade assigned for a unit or pair of units, they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, the student or the parent/guardian should contact the relevant Head of Learning Area or Teacher in Charge.

The student or their parent/guardian can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline does not conform to the syllabus requirements
- the assessment procedures used do not conform with the College's Senior School Assessment Policy
- procedural errors have occurred in the determination of the course mark and/or grade

The Deputy Principal – Senior School or a nominated representative, will conduct the review. The reviewer will meet with the students and teacher independently and prepare a written report. This report will be provided to the relevant HOLA/TIC, students and their parent/guardian.

If the issue remains unresolved, the students or parent/guardian may appeal to SCSA using the appeal form which is available from their website. SCSA representatives will then independently investigate the claim and report to SCSA's student appeal committee.

If the committee upholds a student appeal, the College will make any required adjustments to the student's mark and/or grade and, where required, the mark and/or grade of other students and reissue reports and/or the statement of achievement as necessary.