

YEARS 7 - 10 ASSESSMENT POLICY



What is assessment?

Assessments represent an integral part of the teaching and learning process and as such all assessments set, must be completed. Students will receive an Assessment Booklet containing Assessment Schedules, the Assessment Policy and student responsibilities.

- Assessment is a process which is used to measure the achievement of students in attaining course outcomes. A range of formal and informal assessments will be used to determine satisfactory student progress.
- Informal tasks and class work not included in the formal assessment schedule are of significance as they:
 - assist in skill and knowledge development.
 - identify areas for extension or remediation for the teacher and student.
 - provide opportunities for students to consolidate conceptual understanding.
 - provide evidence of sustained and diligent effort.

Why is there school assessment?

- It allows the student to be given credit for developing skills and knowledge over a period of time.
- It allows for evaluation of student achievement in those parts of courses, such as field and practical work, which are difficult to examine formally.
- It increases the accuracy of your final mark by using multiple assessment tasks, rather than a single examination to determine an appropriate result.

How will these assessments be made?

Some or all of the following, may form the assessment program:

- Oral/aural tests
- Reports you can make
- Essays
- Assignments
- Research you do
- Submitted practical work
- Field work
- Lectures and oral presentations given
- Practical performance
- By a series of formal examinations, also with advance notice.

Assessment Processes

The following practices will apply to assessment tasks.

1. Students will receive an Assessment Task notification at least 2 weeks prior to the submission date.

For each subject students are to be provided with:

- clear indications of outcomes being assessed
- clear instructions to allow the assessment to be understood and completed
- marking guidelines/ criteria
- due date (task may be submitted prior to due date)
- weighting for the task
- final assessment mark and rank

2. The **Assessment Cover Sheet** must be completed and attached to the front of the assessment. The receipt is to be retained as proof of submission by the student.

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- If a student does not complete a task on the due date their final assessment task will be reduced by 10% of the total possible mark for each day the submission is delayed. This applies for up to 3 days after which a zero mark is awarded.
- If a student has a valid reason for a late submission or absence from an assessment task then they may submit a 'Request for Consideration' form accompanied by a Doctor's certificate **or** parent explanation. This will be reviewed by the Deputy Principal and a revised mark awarded if the appeal is successful.
- The forms should be presented as soon as the need is determined. This may occur prior to the submission date or on the first available occasion after returning to school. Documentation to support the request should be attached to the form. It should not be assumed that the request will be successful

4. Year 10

- If a student does not complete a task on the due date their final assessment task will be reduced to zero.
- If a student has a valid reason for a late submission or absence from an assessment task then they may submit an 'Illness Misadventure' form accompanied by a Doctor's certificate (that covers the due date) or relevant other evidence **and** a parent explanation. This will be reviewed by the Deputy Principal and a revised mark awarded if the appeal is successful. If the task is a hand in task, the Illness Misadventure Appeal must be accompanied by the hand in task and submitted on the first day of the student's return after their illness. (The student's entire absence **MUST** be covered by a medical certificate)
- Year 10 students have 5 days to submit their 'Illness Misadventure' Appeal upon their return to school after the missed task.
- The forms should be presented as soon as the need is determined. This may occur prior to the submission date or on the first available occasion after returning to school. Documentation to support the request should be attached to the form. It should not be assumed that the request will be successful.
- Students absent from an 'in class' task because they are representing the school may be presented with that task at a later date, a replacement task given or an estimated mark awarded.
- Students must complete set tasks even though a zero mark may apply. Failure to submit a task will result in an N Determination Warning letter being sent home to parents / guardians.

Year 10 Satisfactory Completion of Courses

A Course has been satisfactorily completed, when the student has:-

- Followed the course developed/endorsed by the NSW Educational Standards Authority (NESA)
- Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.
- Achieved some or all of the course outcomes.

Minimum Standard Online Tests

In order to receive the Higher School Certificate, students must meet the minimum standard requirements in Literacy and Numeracy. Failure to complete the minimum standard will result in students receiving a Record of Student Achievement (ROSA) only.

Students need to achieve level three or four in short online reading, writing and numeracy tests of skills for everyday life to meet the HSC minimum standard. Students get two chances a year to sit each of the tests from Year 10 up to five years after starting their first HSC course. Students planning to leave school before completing their HSC may choose to take these tests to show their level of literacy and numeracy skills.

Please refer to the NESA site for more information regarding the HSC minimum standard.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/online-tests>

Where a student is at risk of a Non-completion determination, the school will warn the student and advise the parent in writing. In the case where a student is awarded a zero in an assessment task, this warning and advice will be given.

Students whose **attendance** is poor may not satisfy course completion criteria. The Principal is the final arbitrator on any matters that arise regarding the final assessments.

Year 10 N Determinations

- Students who do not satisfactorily complete the required class work, homework and assessment tasks will receive an N Determination Warning Letter.
- Students with any aspect of their work incomplete will receive a warning letter outlining what they need to do to have satisfactory completion. The letter will give the student 2 weeks to complete that outstanding work.
- Students who have **TWO (2)** letters of outstanding work will be considered for an N Determination.
- Students will only receive one (1) warning letter for each task. They will then receive a follow-up letter detailing N Determination work that has not been completed. It is your responsibility to complete that task promptly.

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5. Assessments in which **Malpractice** is an issue may receive a zero mark and an 'N' Determination Warning Letter or a Letter of Concern. Malpractice includes plagiarism, copying of another student's work, having some else significantly contribute to the task, falsifying any documentation, cheating in a test situation, not following published examination rules or being deemed to have gained an unfair advantage. This will apply to individual students or to two or more students if unethical between students occurs.

6. Students who are deemed to make a **Non serious attempt** at any assessment task will be awarded zero. A non-serious attempt may include only completing one section of the examination or not making a genuine attempt to complete all sections of an assessment task.

7. Students must protect themselves against technological failure. Technological failure may result in a mark of zero. Consideration may be given in relation to technological failures only in **exceptional circumstances**. In these cases students must submit evidence of completed work. This may include:

- draft work
- work saved to removable disk in the case of printer failure
- emailed submission

8. All assessments requiring the research of information must include referenced sources correctly presented (based on the Harvard System, as outlined in the appendix)