



Lumen Christi College Assessment Policy for Lower School 2016

INTRODUCTION

The Lumen Christi College Assessment Policy for Lower School (Years 7, 8 and 9) is the basis for ensuring the College has fair, valid and reliable assessment procedures.

RESPONSIBILITIES/EXPECTATIONS

The Assessment Policy for Lower School is printed in the Student Organiser.

The student is responsible for:

- familiarising themselves with the assessment
- ensuring all assessments are completed by the required date
- liaising with teachers with regards to any questions or issues

The teacher is responsible for:

- providing each student with a course outline and assessment guidelines
- ensuring the assessments are fair, valid and reliable
- keeping records of student achievement
- negotiating changes to deadlines
- informing parents and students of progress if necessary
- returning marked student work within a reasonable time that would normally not exceed two weeks

Where adjustments are made to the assessment schedule students should have ample prior notice.

The parent/guardian is responsible for:

- checking/signing assessment procedures
- contacting the teacher about concerns
- monitoring the completion of out of class assessments

GENERAL

1. ABSENCES

In Class Assessment Tasks

If a student is absent for an assessment, which is supported by an accompanying note from their parents (missed examinations require a medical certificate), the student will be able to sit the assessment immediately upon returning to school: up to and including the three periods following when the assessment was initially held. If the student does not return within these three periods, they will receive a result reflecting their performance within the class calculated against other assessments (using the Standardised Score Methodology).

A student who has missed an assessment and does not return with an accompanying note from their parents will be given zero (0) for the assessment.

Out of Class Assessment Tasks

If a student is absent when an assignment or practical piece of work is due to be submitted and this absence is supported by an accompanying note from their parents, the assignment or practical piece of work **must be submitted on the date of return**, even if the student does not have that subject timetabled on the date of return

If a student is absent when an assignment or practical piece of work is due to be submitted and this absence is supported by an accompanying note from their parents, and the assignment or practical piece is not submitted on the date of return, a penalty of 10% per day is applied up to a total of 50%. In all circumstances, the assignment or practical piece of work must be submitted.

If a student undertaking a Certificate Course is absent when an assignment or practical piece of work is due to be submitted and the assignment or practical piece is not submitted on the date of return, the highest competency level that can be achieved is "Satisfactory". In all circumstances, the assignment or practical piece of work must be submitted.

Pattern of Continual Absence from Completion or Submission of Assessments

While it is not unusual for a student to miss an assessment for example due to illness, a developing pattern of missed assessments compromises the integrity of the assessment program and the fair and reliable application of results for other students. Should such a pattern become evident, the Deputy Principal of Teaching and Learning will contact parents, discuss the validity of the work being undertaken or submitted and discuss the possibility of zero (0) being credited for any future missed assessments or late submissions.

Prolonged Absence

The College will endeavour to provide support for any student unable to attend school for an extended period due to illness or injury.

Holidays

Parents and students should be mindful that any holidays taken during the school term will have a detrimental effect on results and grades. While the College strongly recommends that students should not miss school due to family holidays, the College will endeavour to provide practical support for any student unable to attend school for an extended period due to this reason. However, it is the student's/parent's responsibility to liaise with his/her teachers and to fulfil all assessment requirements, negotiating extensions to assessments which are missed due to holidays etc. A family holiday is not a valid excuse for not completing assessment items.

2. ASSESSMENT DEADLINES

Students must do all possible to meet assessment deadlines.

Where a student is likely to experience difficulty meeting a deadline due to an exceptional circumstance, they must discuss the matter with the teacher at the earliest opportunity. Extension of the due date is at the teacher's discretion.

The following steps will be taken if a student fails to submit an assessment task by the due date.

Stage One: The teacher seeks a resolution with the student in a one-day timeframe.

If Stage One is unsuccessful, the teacher will contact the parent/s informing them that no resolution has been achieved and the matter is being referred to the Head of Learning Area.

Stage Two: Should a resolution not be found within the first day, the teacher will refer the issue to the Head of Learning Area who will seek a resolution with the student within a further one day timeframe.

Should the matter not be resolved the Head of Learning Area will contact the parents informing them of the issue.

Stage Three: If a resolution is not achieved within two days, the issue is directed to the Deputy Principal of Teaching and Learning. Parent/s will be contacted and a resolution determined.

In all cases, submission of the task to a satisfactory standard is a non-negotiable requirement.

3. OUT-OF-CLASS ASSESSMENT TASKS

Teachers will use appropriate strategies to validate that the work submitted for assessment that has been completed in an out-of-class situation, is the student's own work.

4. MODIFICATION OF ASSESSMENT OUTLINE

When a student's specific educational needs or cultural beliefs do not allow them to complete a particular assessment task the teacher may modify the task in consultation with the Head of Learning Area.

When student's personal circumstances limit his/her capacity to complete a particular assessment task the teacher, in consultation with the student and others involved, may negotiate a variation to the submission date. The teacher will consider fairness for all students when making decisions about adjusting timelines for a particular student.

5. CHEATING, COLLUSION AND PLAGIARISM

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

- Identical or similar material to the work of another person (eg another student, a parent, a tutor)
- Identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

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

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Learning Area. As part of the process, the student will be provided with the right of reply.

Where a student permits others to copy their work, he/she will also be penalised.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, the following penalties will apply:

- A mark of zero for the whole assessment task, **or**
- A mark of zero for part of the assessment where the teacher can identify the part of the assessment task that has been copied or plagiarised.

Note: The parent/guardian will be informed of the penalty and any further disciplinary action.

6. STUDENTS WITH ADDITIONAL NEEDS

The College will ensure that students with additional needs are catered for in an appropriate way. Some students with additional needs may require modified assessments (either in presentation and/or content) as outlined in their Individual Education Plan/Curriculum Adjustment Plan. In collaboration with the Learning Support Coordinator, non-traditional assessment techniques (for example, recording/interview/keynote presentation/Podcast) will be employed as appropriate to the specific needs of these students.

Students who are unable to complete an assessment task because of their special education needs will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

7. REPORTING

Students will be kept informed of their progress. Parents/Guardians will be regularly informed of a student's progress through the College reports and academic reviews.

Both students and parents/guardians will be informed when it is identified that there is a risk of the student not achieving his/her potential.