



ST ANDREWS GRAMMAR

Secondary School Assessment Policy

Year 7 to 10

Date	Modified By	Ratified	Review
February 2016	Academic Director	2016	2017
February 2017	Academic Director	2017	2018



St Andrew's Grammar
Assessment Policy for Years 7 to 10 2017

Introduction

Assessment is an important part of the teaching and learning process. It provides feedback to students to help them understand how they are progressing in a subject. Feedback helps students to understand what is required for them to further develop their learning and subsequent achievement.

This policy applies to Year 7, 8, 9 and 10 students and teachers at St Andrew's Grammar. The policy helps students to become familiar with the expectations of the School Curriculum and Standards Authority (SCSA) as they head into Years 11 and 12.

Student responsibilities

As a student, your specific responsibilities in relation to assessment are to:

- complete the prescribed work requirements – including all necessary oral, practical and project work by the due date;
- complete all assessment tasks as described in the course outline that is given to you by your teachers.
- maintain a good record of attendance, conduct and progress in each of your courses.
- initiate contact with teachers concerning absence from class, missed assessments, extensions requests, clashes with excursions and other issues regarding the assessment program.

Teachers' responsibility

Teachers are responsible for:

- developing a teaching and learning program that meets current SCSA requirements and reflects the needs of the students.
- providing students with a course outline and an assessment outline with approximate dates and descriptions of the expected assessment tasks.
- ensuring that students receive at least a week's notice of dates for assessments.
- maintaining accurate records of student achievement and assessment.
- contacting parents/guardians when a student's achievement does not meet expected range or if a student fails to submit an assessment.
- ensuring that assessments are fair, valid, explicit and comprehensive.
- creating and maintaining an assessment portfolio for each student. Students are able to access and use this portfolio upon request.

Tests and other scheduled assessment tasks

If students are not at school for any period of time and do not complete any aspect of the prescribed work, their final grade may be considerably reduced. Credit cannot be given for work not completed or class time not experienced.

Absence from scheduled class assessment tasks

Teachers will give at least one week prior notice of all assessments to be conducted during class time. When a student knows in advanced that they will be absent for a scheduled assessment, their parent or guardian must contact the teacher in advance so that an alternative date may be arranged.

It is the student's responsibility to discuss with their teacher assessments missed during absences and to negotiate satisfactory completion. At the teacher's discretion, students will be permitted to complete missed assessments (or an alternative assessment) where one of the following provides a legitimate reason of a student's absence during a scheduled assessment:

- medical Certificate;
- written contact from parents;
- phone call from parents.

Failure to follow these procedures may result in the student being awarded a zero mark.

Repeated absence during class assessment tasks

Extensive absences are likely to result in students not satisfactorily meeting the requirements of the educational and assessment program for a course and as a result, a much lower level of achievement may be the result.

Where a teacher considers that repeated absences have affected the completion or timely submission of assessment tasks, one or more of the following actions may be taken:

- penalties for lateness may be applied;
- a Medical Certificate may be requested to explain each repeated absence;
- where applicable, written communication from a parent may be requested, explaining the circumstances of the absence;
- a parent meeting may be requested to discuss the detrimental effect of repeated absences on assessments.

Extended Absence

St Andrew's Grammar is not able to maintain a teaching and assessment program for students if they plan to be absent for lengthy periods. Teachers will normally provide "catch up" work for short periods of absence.

Group work assessments

If a student is absent and this affects a group assessment task then:

- if the absence occurs "without prior knowledge" and if an appropriate reason is given, the student who is absent and the other group members will not be penalised. The teacher will give the group an alternative assessment date, which may include lunchtime, before or after school as options.
- if an acceptable reason is not offered, then the absent student will be penalised 20% and the other group members will not be penalised.
- in the event of an extended absence, with appropriate reason or notification, provision will be given to the other group members for an extension or an alternative or modified assessment, without penalty.

- In the event of an extended absence without appropriate reason or notification then the absent student must still complete and submit the work. If a student does not complete or submit the assessment task, then they will receive a zero and are at risk of obtaining a lower grade than expected.

Late Assessments

This section relates specifically to circumstances where a student has been present for an assessment (such as assignments) but has not submitted the assessment by the due date. Students are made aware by their teacher of the timeline for submission of assessed work.

Negotiation of changes in assessment deadline (see Appendix One)

Where possible, teachers will attempt to negotiate assessment deadlines – taking into consideration general student workload, the extent of the assessment, and any other important circumstances.

It is the students' responsibility to seek extensions before the due date of an assessment. Extensions will normally be given for sickness and other genuine reasons only. Without an approved extension, a penalty for late work will be applied.

In circumstances where it becomes clear to a student that they are unlikely to be able to submit or complete an assessment by the due date, they should immediately discuss the matter with their teacher. Where appropriate, this discussion should take place at least 2 days before the due date and students are required to provide evidence of progress they have made so far.

Students should not attempt to negotiate an extension of a due date for an assessment on the day that the assessment is due.

Failure to submit assessment work completed outside school

When a student has not negotiated an extension to the due date, or does not have an acceptable reason for failure to submit an assessment, then the student:

- will be penalised 10% the first day it is late, 20% the second day it is late and will receive a zero by the third day. A weekend is considered to be 2 days.
- may be required to complete the work at school or lunchtime, or attend afterschool Homework Club.

If a student has an excursion or known absence on the day that an assignment is due, they must make arrangements for the assignment to be submitted before the due date. Normal penalties will apply if students fail to submit an assignment on an excursion day.

Examinations

At St Andrew's Grammar Year 10 students sit examinations at the end of semester one and two. Both sets of examinations are based on the entire semester's work. These examinations help students to make appropriate decisions regarding Year 11 and 12 pathways.

If a student misses an examination:

- with an appropriate reason, they will sit the examination at an alternative time, if possible. The new time will be within the examination period, or as close as possible. The new time arrangement must be negotiate with the classroom teacher and the Academic Director.

- and the missed examination is subsequently not sat, then the examination paper should be completed in the student's own time as it is a valuable educational experience. The mark will not be used for formative assessment purposes.
- their parent or carer must notify the Academic Director as soon as possible by a phone or email. A medical certificate may be required to support reasons to explain the absence.
- without notice or an appropriate explanation received by the Academic Director, then the student will be awarded zero.

Assessment validity

Cheating is where a student is engaged in a dishonest act to increase their mark. Collusion is when a student submits work that is not their own for assessment. A student who actively assists another student with an assessment by allowing that student to copy their work is also considered to be colluding and therefore the same penalties will apply. Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so.

Students shown to have been involved with cheating, collusion or plagiarism in assessed work, tests and examinations will not have that work accepted as valid evidence of their achievement. The student will be awarded either a zero or an E grade for the entire assessment, or if the teacher is able to isolate the part that has been advantaged through these acts, only that part related to the act will be deducted.

Students who have received a zero due to plagiarism, collusion or cheating will still be required to resubmit a completed assessment that demonstrates evidence of their own work.

Students with special needs

All students must be able to undertake assessments without disadvantage. St Andrew's Grammar uses the guidelines provide by SCSA to accommodate students with special needs. Examples of appropriate assessment accommodations include providing extra time to complete assessments, breaks during timed assessments, special test materials, or providing alternative tasks or format.

The Academic Director, classroom teacher, the student and their parent/guardian will meet to determine the most appropriate accommodations to be made to support the student.

Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or their final grade assigned they should discuss the issue with their teacher.

If an assessment issue cannot be resolved through discussion with the teacher then the student (or the parent/guardian) should speak with the Academic Director. Alternatively, students can speak with their Form Teacher who then approaches the Academic Director on their behalf.

Parents/guardians can request, in writing, that St Andrew's Grammar conduct a formal assessment review, if they consider that the student has been disadvantaged or if errors have been made.

The Academic Director will conduct the review. The Academic Director and/or Principal will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student, their and their parent/guardian.

Reporting student achievement

St Andrew's Grammar reports student achievement at the end of Semester 1 and at the end of Semester 2. The Semester 1 is an interim report, while the Semester 2 report reflects students' achievement across the entire year for that learning area. The report provides for each course studied an accurate and objective assessment of the student's progress and achievement:

- in terms of an A, B, C, D and E grade as defined by in terms of Western Australian Pre-primary to Year 10: Teaching, Assessing and Reporting Policy and Standards, and
- in relation to the performance of the student's peer group, and
- include information about the student's attitude, behaviour and effort in terms other than the five-point scale which is used as a measure of achievement.

Summary

This is an important document for St Andrew's staff, students and parents to use.

Please contact the Academic Director if you wish to discuss any aspect of this policy.

Appendix One: Process for Extension of Assessment Due Dates

