FCC YEARS 7 TO 10 ASSESSMENT POLICY

1. Student Responsibilities

It is the responsibility of each student to:

- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- initiate contact with teachers via email asap concerning absence from class, missed assessments, requests for extension and other issues relating to assessment
- to catch up on missed class work when absent from school due to illness or other appropriate reasons

If a student is absent for an assessment, it is typical for the student to sit the missed assessment on the day they return in class unless they have a prior alternative arrangement with the teacher due to exceptional circumstances. All assessments need to be completed within 5 school days of the initial assessment.

2. College and Teacher Responsibilities

- Providing students with a course outline that shows the sequence in which the content will be taught and the approximate timing of delivery.
- Providing students with an assessment outline that includes the following:
  - the number of tasks to be assessed
  - a general description of each task
  - the approximate timing of each task (e.g. identify the week the task is conducted or the issue and submission dates for an extended task)
  - the weighting of each assessment task (where possible)
- Ensuring that assessments are fair, valid and reliable.
- Meeting College and external time frames for assessment and reporting.
- Following the Secondary School Reporting procedures.
- Clearly explaining assessment requirements and processes to students.
- Providing a week's notice of any changes of assessment dates.
- Placing assessments on SEQTA with due dates and not setting assessments in designated assessment free periods.
- Informing students of the consequences of late submission of work and of the failure to submit or complete assessment tasks as outlined in the College Assessment Procedures.
- Providing students with timely assessment feedback and with guidance to aid student reflection about how best to undertake future tasks.
- Maintaining accurate records of student achievement by promptly entering marks or ratings in SEQTA and keeping a backup of the data.

- Informing parents by SEQTA immediately should a student fail to submit or complete an assessment due to an unacceptable reason. This provides information to the parent and the opportunity to encourage their child to complete the assessment in accordance with the time constraints of the assessment policy.
- Informing parents via SEQTA should a student's progress be of concern due to failure to submit work, failure to complete assessment tasks without providing appropriate notification from parents, poor attitude, failure to complete homework, poor academic performance, or a noticeable decline in performance over time.

3. Assessment and Course Outlines

Students are provided with a course outline and assessment outline at the commencement of the course that provides a general indication of assessment tasks, their weighting, and the general timing of assessments.

4. Changing Electives – Year 9 and 10

Students wishing to change electives need to arrange this with the Deputy Principal Curriculum. Changes depend on the availability of and space available in suitable alternate classes.

Generally, students cannot be given credit for work not completed in a course. However, where possible, students will be given the opportunity to complete assessments missed and gain credit.

Students changing courses will be informed of the need to complete the assessment program in a course, although this may not mean completing all assessment tasks, and the risks they are taking in starting a course late.

Years 9 & 10: student initiated elective changes must be completed by the end of Term 1.

5. Missed/Late Assessments

If a student is absent from a scheduled in-class assessment, it is the responsibility of the students in to inform the teacher concerned via email on the day of the assessment.

An acceptable reason (such as illness or significant personal/family/well-being issues, state or national representation) is required to sit or submit the assessment without penalty.

A medical certificate may be required if there is a history of absenteeism from assessments.

Family holidays are not considered an acceptable reason.

The missed assessment is typically completed on the day the student returns to class. Assessments may be completed or be submitted provided it is done within five days of returning to school and that completed assessments have not been returned to other students and in the opinion of the course teacher the validity of the assessment has been maintained.

For absences known in advance, (e.g. medical procedures, state or national representation) assessments may be submitted early or sat prior, at the discretion of a teacher.

Extensions may be given at the discretion of a teacher in cases of illness or significant personal/family issues. It is the student's responsibility to apply for an extension in writing stating the reason for requesting the extension before the due date.

If the extension is granted the teacher will update the due date for the Learning Task and make notes of the reason for the extension in the Conversation dialogue box for the task which is visible to staff, students, and parents.

6. Penalties for Late or Missed Assessments

Penalties for missed or late work for which no acceptable reason has been provided vary depending on the year group.

6.1. Year 7 and 8

If an assessment is not submitted within 5 days of the due date no grade will be provided for the individual assessment.

6.2. Year 9 to 10

A penalty of 10% is subtracted from the total mark awarded, for each day that a student delays completing an assessment that was missed for which no satisfactory explanation has been provided. A weekend will count as two days.

For example, work submitted two days late and given a mark of 80% will lose 20% of this and be awarded a result of 60%.

If not completed within 5 days a mark of zero will be given.

7. Prolonged Absences From College

When a student is unable to attend school for a lengthy period due to injury or illness, representative tours or in other exceptional circumstances, the College will endeavour to provide support for the student's learning program through the provision of work to be completed. The student is, however, expected to make every effort to complete course requirements.

Where students are absent from College on personal/family holidays, staff will not be required to provide work to be completed.

8. Cheating Collusion and Plagiarism (Section 2.3.1 WACE Manual)

Cheating:

is behaving deceitfully or dishonestly by copying from another student during a test or examination or bringing information into an assessment which is not permitted and gives you an unfair advantage.

Collusion:

is knowingly allowing another student to access your work for an assessment, submitting work for assessment which is not your own or sharing information about assessments to other students to give them an unfair advantage. Students found to be involved in any of these will be penalised up to 100 percent of the mark or not awarded a grade depending upon the amount of the assessment affected.

Plagiarism:

is the act of presenting the words, ideas, images, sounds, or the creative expression of others as your own. It is where students use someone else's work without their consent, it is work that is essentially copied.

As an integral part of the assessment process teachers should make it clear to students what constitutes plagiarism, collusion and cheating.

It is important that it is clearly explained to Years 7 to 10 students what cheating, collusion and plagiarism is, and that the College does not condone such behaviour.

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

- prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- copied or downloaded from the internet without acknowledging the source
- paraphrased or summarises the work of others

If a student is believed to have been engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant Head of Learning Area/teacher-in-charge who is responsible for the course. As part of this process, the student will be provided with the right of reply.

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

- a mark of zero for the whole assessment task
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own

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

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