

STUDENT ASSESSMENT POLICY YEARS 7 – 10

POLICY STATEMENT

The School implements a curriculum to meet the learning needs of all students, from Kindergarten to Year 12 and assesses and reports student achievement under the established standards of the School Curriculum and Standards Authority.

KEY ACTIONS

- All students must adhere to the Assessment and Reporting Policy.
- The Assessment and Reporting Policy is communicated to students and parents at the beginning of each year.
- Teachers have the responsibility to ensure that each assessment is administered under the Assessment and Reporting Policy.
- Parents have the responsibility to ensure that they meet the requirements of communicating with the School as set out in the Assessment and Reporting Policy.
- Students have the responsibility for ensuring their work is authentic, as proclaimed by the School Standards and Curriculum Authority.

PURPOSE

This Assessment Policy conforms to the School Curriculum and Standards Authority (SCSA) guidelines. It refers to any type of School Assessment for Years 7 to 10. This policy should be read in conjunction with the Senior School Assessment and Reporting Policy.

POLICY PROCEDURE

Assessment summaries will be provided for each year group, course or unit which include approximate due dates for assessments. Teachers will notify students with sufficient time of Assessment Summary changes to allow for effective preparation.

Teachers will provide assessment feedback, with guidance about how best to undertake future tasks. Formal Assessments will be completed under conditions conforming to SCSA regulations. Teachers will inform Parents/Guardians of their child's failure to attend the assessment through written or verbal contact.

Students who consistently fail to attend assessments on the due date or disregard the requirements of Course Assessment schedules will be required to attend a meeting with the Head of the Senior School and PCG Teacher. Marks will be released on SEQTA.

Responsibility of the Student

The student must maintain a good record of attendance, conduct and progress.

A student who foresees an absence on the due date of an assessment must inform their subject teacher immediately to allow for the student to submit the assessment either before or by the due date.

If an extension is required, it must be in writing from the student and be approved by the subject teacher.

It is an expectation that students back up all work completed on an electronic device on OneDrive or Cloud, so electronic issues will not be accepted as a reason for an extension.

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Responsibility of the Parent /Guardian

Parents/Guardians should email the subject teacher before 8.10 am on the day that an assessment is due for which their child will be absent.

Notice of a child's foreseeable absence should be emailed to their child's PCG Teacher.

Assessment Policy Penalties

The following penalties will be applied in the situation where a student is deemed to have cheated, colluded or plagiarised in an assessment or if the student has submitted an assessment after the due date.

- A mark of zero for the whole assessment task, or
- A mark of zero for the part of the assessment task where the Teacher identifies that the work is not the student's own.

Parents/Guardians will be informed in writing of the decision made, the penalty and any further action.

Late Submission of Assessments

Late submission of an assessment task, without a reason acceptable to the School, will see the following penalties apply to the total awarded mark of the assessment:

- 10% reduction in the mark, if submitted one day late, or
- 50% reduction in the mark, if submitted two days late, or
- A mark of zero after two days late, or
- A mark of zero if not submitted.

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POLICY VERSION CONTROL

Version	Date	Summary of Changes
1	Mar - 2020	Policy reviewed and updated Minor changes
2	July - 2022	Policy reviewed and updated Minor changes
3	Jan - 2023	Policy reviewed and updated Minor changes New policy format to include 'policy version control' table Policy number changed from SJAS 2.4 – SJAS – 2.6 Review date amended