

# 2015 Years Seven to Ten Assessment Policy

(under revision)



Newton Moore Senior High School has high expectations of its Year Seven to Ten students. The aim of the Assessment Policy is to **encourage students to take responsibility for their learning and to achieve success**. It is our aim to allow staff, students and parents to work together in order to allow students maximum opportunities to successfully complete their assessment program – ‘Achieving Today for Tomorrow’. Assessment procedures must therefore be fair, valid, reliable and inclusive. This policy covers assessment of all courses in Years Seven to Ten.

## Student responsibilities

It is the responsibility of the student to

- complete all work and submit all assignments by the due date
- complete all homework. Homework is any work set by a teacher to be completed outside of class
- make sure all work completed and submitted for assessment is their own original work
- maintain exemplary attendance
- behave appropriately in order to engage in their learning and make progress
- talk to their teachers about absences from class, missed work and assessments, extension requests and
- other issues about their learning
- catch up on work missed due to absence from school
- establish good study habits by establishing a workable, regular study timetable in which they regularly review
- the content of the day’s lessons
- use their student diaries effectively to note assessment due dates and details and to plan homework and study timetable

## Parent/guardian/caregiver responsibilities

It is the responsibility of the parent/guardian/caregiver to

- work actively with the relevant teachers, Heads of Learning Area (HOLAs), Student Services and administration to maximise opportunities for all students to succeed in their learning
- provide a suitable, well lit study/work area at home
- encourage their child to complete all set work and develop a good homework and study schedule
- regularly check diaries and communicate regularly with staff if required and as needed
- encourage their child to attend school regularly. Family holidays during school terms should be avoided
- contact school when a child is unable to attend school for a lengthy period due to injury or illness to obtain work to be completed at home

## Teacher responsibilities

It is the responsibility of the teacher to

- provide students with a print and online course outline at the beginning of each semester using the school’s course outline structure
- provide the relevant HOLA with an electronic copy of the course outline at the beginning of each semester
- ensure that assessments are fair, valid, reliable and inclusive
- maintain accurate records of student achievement and assessment
- enter assessment data into Reporting to Parents on an ongoing basis to support processes for monitoring student progress
- meet school deadlines for reporting
- make sure work is marked fairly

Teacher responsibilities cont...

- make sure students understand the marking criteria for assessment and are given timely feedback which assists them to develop their skills and understandings
- inform students and parent/caregivers of academic progress on a regular basis
- inform parents when students fail to submit assessments
- work proactively with the HOLA, Student Services and Administration to maximise opportunities for all students to succeed at a high level
- communicate concerns to the relevant year coordinator about significant changes in a student's academic performance
- scaffold and present work at a level appropriate to their students and provide appropriate amendments for students who require modified programs

### **School Administration's responsibilities**

It is the responsibility of the school administration to

- ensure that parents are provided with
  - ♦ two formal written reports per year
  - ♦ two parent afternoon/evenings in which feedback can be obtained from teachers
- implement processes within learning areas to ensure that student work is moderated to ensure fairness and consistent judgement
- ensure that data from a variety of sources is used by teacher in making teaching judgements

### **Non submission or completion of assessment tasks by or on due date**

#### **Absence from in-class assessment tasks (including tests and oral presentations)**

Absence from a scheduled in-class assessment task should be explained to the class teacher by one of the following

- medical certificate
- telephone call, letter or email from parent/guardian on the due date or prior

An opportunity to catch up on the task will then be negotiated by the teacher and the student.

If a student does not attend an examination they will be required to sit the exam upon their return to school.

#### **Late submission of work and extensions**

Extensions may be given at the discretion of the class teacher or in consultation with their HOLA. It is best to seek additional time before the due date for the assignment wherever possible.

If a student fails to submit an assignment by the due date without a reasonable explanation

- 20% of the mark will be deducted (mark x 0.8)
- Zero will be awarded after one week. Teachers may make a judgement on the evidence available
- Lunchtime catch up sessions may be required by the teacher and/or HOLA
- The teacher will send a letter of concern to notify the parent

### **Cheating, Collusion and Plagiarism**

*Cheating* is regarded as an action which provides unfair advantages in the completion of an assessment.

*Plagiarism* is when someone else's words or ideas are used without acknowledging that this has been done so (citing references).

*Collusion* is when the student submits work that is not their own for assessment.

If a student is found to have cheated, colluded or plagiarised the task it will be deemed not to have been completed. The HOLA is to be notified using a Communication Report. The student is to be interviewed by the HOLA and parents invited to an interview with the teacher and HOLA. At the discretion of the teacher, in consultation with the HOLA, a mark of zero may be assigned or the work redone.