Year 10 - 12
ASSESSMENT & EXAMINATION POLICY
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RATIONALE

Internal school assessment is used to complement the results attained by external examination. The purposes of internal assessment are to:

- Assist student learning
- Evaluate and improve teaching and learning programs
- Assess student achievement in the course
- Provide evidence of satisfactory completion of a course.

In a standard-referenced approach to assessment, the following features will be followed.

- Teachers will assess against standards.
- The assessment tasks that teachers will use will be linked to outcomes.
- Students will be given the opportunity to demonstrate their achievement of outcomes in a range of task types.
- The outcomes to be assessed influence the type of assessment tasks used.
- Students will know before the task the criteria on which they are to be judged.
- The marking schemes for each task are aligned to the standards by including the wording of syllabus outcomes and the performance bands.
- The ranking and relative differences between students come from different levels of achievement of the specified standards.
- Students will receive feedback that recognises what they can do and what they need to do in order to improve their level of performance.
- Towards the end of a Preliminary/HSC course, teachers might focus on overall achievement of syllabus outcomes. A judgment must then be made as to whether the student has satisfactorily completed the course.
1. Student Responsibilities

(i) Assessment Schedule
Students must:

- Make sure that they have a copy of the Assessment Schedule for Formal Assessment Tasks for each course studied.

- Present work according to the schedule of dates for assessment tasks. The dates listed in the subject schedules are a guide only. The specific date for the submission of the task will be provided with the formal written notification of the task at least four weeks prior to the due date.

- Be aware that non-attempt or late submission of assessment tasks without reasonable may result in a zero being awarded (0).

- Be aware of the procedures to be followed if absent when a task is to be submitted or completed in class or when an extension is sought.

- Satisfactorily explain all full and partial absences from school and class.

- If absent when assessment task information is given out, make sure that they actively pursue this information.

- If the student will be absent from school on school business the day that an in class task is to be completed, they must inform the DEPUTY PRINCIPAL as early as possible to complete a misadventure application and arrange an alternate time to sit the task.

(ii) Presenting Work

HSC Year & Preliminary Year
Students must:

- Submit the Assessment Task on the Due Date at the collection point in HSIE open area or have the Teacher sign student record sheet indicating receipt if task is done in class on the day.

- Students must submit all assessment tasks as per the requirements stated on the assignment cover sheet.

Year 10
Students Must:

- Students must submit all assessment tasks as per the requirements stated on the assignment cover sheet.

General Presentation guidelines

- Students may submit a task electronically via staff email, student/teacher exchange to relevant course assessment folder on the school network as directed by teacher. Tasks submitted electronically must be submitted by 9am on the due date.

- Work submitted must be Font size 12 Times New Roman or Arial or as per assessment task instructions.

- Teacher must acknowledge receipt of assessment either by return email or signed sheet of receipt.
- Student tasks submitted on thumb drive must be easily opened for printing on the school computer network for printing.

- Present their own work.

- Submit work to an acceptable standard and in an appropriate format.

- Not interfere with the efforts of others.

- Acknowledge all sources of information used in the form of an appropriate bibliography.

- Submit an Assessment Task Cover Sheet for all assessment tasks submitted - refer to copy at the end of this booklet.

(iii) Missed VET Practical Sessions

- Students must be aware that all practical sessions in a VET subject are assessed for competency. Students are advised that attendance at practical sessions is mandatory. If for any reason students do not attend a practical, it is up to the student to liaise with the teacher to complete the practical at a mutually agreeable time.

2. Assessment Policies for each course

Due to the unique nature of each subject, there will be assessment requirements that are specific to particular syllabi. It may include:

- Details of assessment activities in each course to include a number of tasks, nature of each activity and schedule of activities
- Procedures for recording and determining assessment information for reports eg: Competencies in VET
- Procedures for ensuring that separate class groups in the same course are dealt with equitably
- Consistency across the school with an assessment schedule

3. Notice Given to Students

No Assessment Tasks shall be **given to students with less than four weeks written notice**. It is anticipated that considerably longer notice than this will usually be given, and **this minimum period should rarely be used**.

The information contained in the Preliminary and HSC Assessment booklets is considered to be a guide to the notification of Assessment Tasks, however written notice, which will include the outcomes and the criteria of assessment, will be given by individual teachers no less than four weeks before the due date. Students will also be informed about what is expected of them to complete a particular task.

4. Common Format for Giving Information to Students

Students will be provided with the following information for all subjects:

- Which components or outcomes are to be assessed,
- How these components or outcomes will be assessed,
- When these components or outcomes will be assessed,
- The date the task will be given out and handed in,
- The relative value of each task,
- The marking criteria for each task,
- Feedback for each task.
- Feedback for electronic tasks may be done by paper or electronic reply.
5. Feedback to Students

Teacher feedback is essential for students, and is integral to the teaching and learning process. Student self-reflection and peer evaluation can provide students with the opportunity to reflect on their learning. Feedback should:

- Be provided at least one week prior to the next assessment task being due for completion and no later than 2 weeks after the initial task has been submitted.\(^1\)
- Focus on the activity and what is expected
- Be constructive
- Correct misunderstandings
- Identify and reinforce students' strengths
- State clearly how students can improve
- Allow students to take a more active role in their learning.

6. Non-Completion of Assessment Tasks

Action to be taken by students when work is submitted late for year 11 & 12

For tasks not completed in class, it is the responsibility of the student to submit work directly to the front office staff for years 11 & 12 on the day the task is due. Any task submitted late without a valid reason may receive a mark of zero for the task. Students should ensure that an Assessment Task Cover Sheet is attached to their work and that they sign the Student Record book upon submitting the task.

Students who feel that they have a valid reason for submitting a task late should follow the procedures as set out under the heading Illness/Misadventure and Extension of Time.

Action to be taken by Students when work is submitted late for year 10

For tasks not completed in class, it is the responsibility of the student to submit work directly to the classroom teacher. Any task submitted late without a valid reason may receive a mark of zero for the task.\(^3\)

7. Illness / Misadventure and Extension of Time Requested by Students

Assessment marks must not be modified to take into account possible effects of illness or domestic situations. A substitute task, or in exceptional circumstances, estimates based on other similar tasks if students have valid reasons for not completing individual tasks (see ACE 8.13.11.1)

Students who fail to submit a task on time or feel that their performance on the task has been affected by factors outside their control e.g. Illness / Misadventure may wish to apply for special consideration. A note from parent/carer or Doctors Certificate may be required.

In such situations the mark for the task may stand, may be reviewed, an estimate given (with the approval of the Principal) or a substitute task set, depending on the outcome of the review.

Students who feel that they cannot submit the task on or by the due date, for reasons beyond their control, can make a written application for an extension of time to complete the task prior to the due date, on the Illness / Misadventure and Extension Application form (which can be obtained from a DEPUTY PRINCIPAL).

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\(^1\) Longer periods of time can be used for the return and feedback for major projects such as IRP, PIP.

\(^2\) See Board of Studies Assessment Certification & Examination Manual (ACE), 11.13.11.1 Failure to submit internal assessment tasks p.138

\(^3\) See Board of Studies Assessment Certification & Examination Manual (ACE), 11.13.11.1 Failure to submit internal assessment tasks p.138
The following procedures should be followed by the students who wish to apply for an extension of time for an assessment task.

**Step 1** - Students must fully complete the form attaching any relevant documentation.

**Step 2** - Students must ensure that parents/guardians have signed the form.

**Step 3** - The teacher of the particular subject must sign the form, and then the student **MUST** pass the form to the Deputy Principal of the year group.

**Step 4** - The Deputy Principal in consultation with Head Teacher will make a ruling, the student will be notified of the ruling as well as the Teacher. Copies of all documentation will be sent to the Teacher and Faculty Head Teacher.

Technical failures related to computing equipment **will not constitute sufficient grounds** for the granting of an extension. Students are expected to follow responsible practices in relation to the use of technologies, including the maintenance of reliable and up to date back up copies, allowing sufficient time to deal with potential technical failures and the retention of printed back-up copies.

### 8. Criteria for Teachers Giving Substitute Tasks

Where the result of an Assessment Task was affected for **valid** reasons by absence or other misadventure preventing presentation of part or the entire task for assessment, the school may use a mark based on a substitute task or, in exceptional circumstances, an estimate based on other evidence. Students who feel that they have a **valid** reason should fill in **Illness / Misadventure and Extension Application form** and follow the procedures as set out above. A medical certificate will need to be produced in most cases.

Any substitute task should:

- Be based on the same components or outcomes as the original task,
- Test or measure the same knowledge or skills as the original task,
- As far as possible, be of comparable standard to the original task,
- Be assessed in the same manner as the original task.

Practical tasks cannot usually be made up due to the nature of the tasks except in exceptional circumstances.

Alternative assessment strategies may need to be used for students with special education needs.

### 9. Non-Attempt or Non Serious Attempt at an Assessment Task

In the event of a student not attempting or not making what the teacher marking the assessment task considers to be a serious attempt at an Assessment Task, the teacher will:

- Award zero for that task,
- Record a zero mark in the assessment record for the student,
- Inform the Faculty Head Teacher of the non-attempt,
- Inform the parents/guardians of the situation by phone as well as entering on Sentral and generating an N award letter,
- Follow through monitoring student progress and N award process,
- Ask student to resubmit to demonstrate achievement of outcomes.

**Interesting note:** Only completing the multiple choice section of a written examination is recognised by the Board of Studies as being a non serious attempt.
10. Examination Policy

Examinations will be coordinated so as to occur at the same time at the two Broken Hill schools for shared RASP classes. The examination rules will follow those used in HSC examinations:

(i) Examination rules must be followed. Failure to observe these rules may result in the student being awarded a zero mark for the task.

(ii) The examination supervisors are in charge of students:
(a) When assembling before an examination;
(b) During the examination; and
(c) After the examination until all students have left.

(iii) Supervisors’ instructions must be followed at all times. Students must behave in a polite and courteous manner towards the supervisors and other students.

(iv) Students must not:
(a) Smoke in the examination room;
(b) Eat in the examination room except as approved by the examination supervisor;
(c) Speak to any person other than a supervisor during an examination;
(d) Behave in any way likely to disturb the work of any other student or upset the conduct of the examination;
(e) Attend an examination while under the influence of alcohol or illegal drugs;
(f) Take into the examination room any books, notes, this guide, the examination timetable, any paper, or any equipment other than the equipment listed in the examination timetable;
(g) Take a mobile phone into the examination room;
(h) Take any electronic device (ipods etc) into the examination room, unless approved by the Board of Studies;
(i) Take any examination booklets, whether used or not, from the examination room.
(j) Examination question papers may be removed at the end of the examination only if they are not to be used as answer booklets.

No responsibility will be taken for the safe-keeping of any unauthorised material or equipment surrendered to supervisors before or during the examinations.

(v) If a student does not follow these rules, or if they cheat in the examinations, they may be removed from the examination room and will be reported to the Principal. The penalty may be cancellation of papers or of all papers, and as a consequence the student may not be eligible for a Higher School Certificate.

(vi) If a student does not make a serious attempt at an examination, the student may not receive a mark for that assessment task in that course and may not be eligible for the award of the Higher School Certificate. Teachers will bring to the Principal’s attention examination answers that contain frivolous or objectionable material. Answers not written in English, except where required, or permitted by the question paper, may be classified as non-serious.

(vii) Actions that breach the examination rules and may also be illegal will be reported to the police.

If a senior student has no examinations scheduled, that student does not have to attend school. If students choose to attend school, they must use the time for studying in the study area.

An award of ‘zero’ marks will be issued if a student is absent from an examination, except in exceptional circumstances where there is a valid reason. (Follow Illness/Misadventure procedure if required).

11. Academic Misconduct

The school expects students, in their studies and research, to abide by accepted protocols that are designed to ensure the integrity and reputation of their school. In particular, students are required to:

- Acknowledge their use of another’s work in essays and other written work,
- Not allow others to use their work without acknowledgment,
❑ Honestly report the findings of their study and research and
❑ Use only approved information and materials in examinations.

Issues of Academic misconduct will be referred to Deputy Principal and Principal. A panel will be formed consisting of the Deputy Principal, Faculty Head Teacher and Principal for deliberation. The student and parent(s)/Guardian (s) will be informed of the process.

Marks will be lost up to 100% for any of the following incidents of Academic misconduct:
❑ Cheating during an Assessment Task,
❑ Copying from another student and claiming that work as their own,
❑ Allowing other students to copy their work,
❑ Plagiarism of material with no due acknowledgement.
Appendix 1: Misadventure form

Willyama High School

ILLNESS / MISADVENTURE FORM

☐ ILLNESS  ☐ MISADVENTURE

This form is to be used only when a student has not submitted, completed or been present for an Examination or Assessment Task. 
Tick the appropriate box.

Name...................................................................................................Year……………………Subject………
........................................................................................................Nature of Task…………………………

Due Date…………………………………………..Due Time……………………………………………..

I declare that I was absent from school on…………………………………………………………….and/or failed to complete, 
submit or be present for: an examination / assessment task (delete whichever is not applicable) for the following reasons:
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The following documentary evidence is attached (eg: doctor’s certificate, funeral notice, letter form parent guardian 
explaining / supporting misadventure criteria, etc)
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The school was contacted by phone ☐ yes ☐ no. Date of contact……………………………………..

Students signature:...........................................................................................

Parent/Guardian’s signature:...........................................................................................

Date:..........................................................

DECISION:.............................................................................................................
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HEAD TEACHER’S SIGNATURE.................................................................DATE............................

PRINCIPAL/DEPUTY’S SIGNATURE........................................................................DATE............................