

ASSESSMENT AND REPORTING POLICY

The following guidelines have been developed so that students, parents and teachers are aware of their rights and responsibilities in the assessment and reporting process.

1. Overview

An important feature of every student's education is the completion of assessment items within each program of learning. Assessment assists students, teachers and schools in:

- Monitoring the progress of students
- Adjusting programs so that all students have the opportunity to achieve intended outcomes
- Developing subsequent learning programs
- Reporting student achievement to parents
- Whole school and system planning, reporting and accountability procedures.

Assessment procedures will therefore be fair, valid, comprehensive, explicit and supportive of teaching.

2. Assessment guidelines

The process for assessment and reporting of Year 6-10 achievement will conform to Kinross College and Department of Education Curriculum, Assessment and Reporting policies. A course outline and scheme of assessment will be provided to students at the commencement of the learning program.

3. Student responsibilities

It is the student's responsibility to:

- Complete the prescribed work requirements in each course by the due date
- Complete all assessment tasks described in the course outline
- Initiate contact with teachers concerning absence from class, missed assessments and other issues pertaining to assessment.

4. Staff responsibilities

It is the responsibility of the staff to:

- Develop a teaching/learning program that adheres to current Department of Education Curriculum, Assessment and Reporting policy and guidelines
- Provide students with a course outline and scheme of assessment at the commencement of the course
- Ensure that assessments are:
 - a) Fair, valid, explicit and supportive of learning
 - b) Comprehensive, based on a range of assessments in a variety of contexts
 - c) Reliable, able to differentiate performance, and are relevant to the current learning program, assisting students to meet the overall aims of the course
- Maintain accurate records of students achievement and assessment
- Meet school timeframes for assessment and reporting
- Inform students and parents of academic progress as appropriate

5. Absence from class/missed work

- General:
If a student is absent from class, achievement may be affected. Extended periods of absence will result in lowered levels of achievement and students not fulfilling the requirements of a course and thus deemed as unable to be assessed. Potential achievement will not be considered.
 - a) Initial advice from a parent by telephone or letter prior to the assessment.
 - b) A parent letter on return explaining the absence.
 - c) In some circumstances provision of a medical certificate on the student's return to school may be required.

If the absence is approved, this may enable the student to complete that assessment task, or similar to. In cases where there is no satisfactory explanation for an absence from an assessment task, the student will be awarded zero for that task.

- Prolonged Absence
Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program. This may involve the school offering an alternative study and assessment program during the period of illness and recovery. For prolonged absences, this may mean enrolling the student with the School Hospital Services.
- If a student is absent due to a planned family holiday the College may not provide study or assessment activities.
- If a student is absent due to a planned family holiday, then the College may not provide study or assessment activities.

6. Non submission or late submission of work

- General
A course outline and assessment schedule will be provided to each student at the commencement of the course. Due dates are to be adhered to. Where adjustments are to be made to the assessment schedule, it should be done in consultation with all students and clearly publicised.
 - a) It is a teacher's responsibility to manage the assessment schedule.
 - b) It is a student's responsibility to submit assessed work on time.
 - c) Parents/guardians will be notified in cases where concern for a student's progress emerges.
- Extensions
 - a) A student may apply to the class teacher for an extension to the due date for an assignment prior to the due date.
 - b) Extensions MAY be given at the discretion of a teacher in cases of illness or significant personal problems.
All applications for extension should be made in writing with the acknowledgement of parents.
- Late submission
Where work is submitted after the due date and an extension has not been granted, a daily reduction of 10% of the total marks allocated to that task may be made for each of the first three school days that the assessment is late. After this time, work can still be accepted for assessment and feedback but no mark will be recorded.

7. Cheating, collusion and plagiarism

- Students shown to have cheated in assessed work or in examinations will not have that work accepted as valid evidence of their achievement and will receive a zero for that assessment.
- Cheating involves the use of any unauthorised resource during an assessment and includes collusion and plagiarism.
- Collusion occurs whenever a student allows someone else to assist with producing any assessment task. Any changes, additions, deletions and or corrections must be the student's own work. Penalties for collusion are the same as for plagiarism, but will apply to all students involved.
- Plagiarism occurs whenever a student uses someone else's words or ideas without acknowledging that they have done so. That is, work is essentially copied.
- If work that is not the original product of that student is submitted for assessment, it will be deemed not to have been completed, and may not be resubmitted for assessment.

8. Students with cultural and/or special needs

- Students should advise the College as soon as possible of any special needs.
- The College will ensure that students with cultural and/or special needs are catered for in an appropriate way.

9. Reporting

- Students will be kept informed of their progress throughout their study of a course.
- Teachers will assess completed tasks and relay assessment information to the student promptly.
- Parents will be informed about a student's progress regularly.
- Both students and parents/guardians will be informed when it is identified that there is a risk of the student not achieving satisfactory results.

10. Student appeals against school assessment

Students may appeal against their school assessments to determine whether:

- a) The assessment procedures confirm with the Department of Education Curriculum Assessment and Reporting Policy, or this assessment policy.
- b) There are any procedural or computational errors in determining the assessment.

Student appeals against assessments will normally be directed to the Head of Learning Area or the Teacher in charge of that course.

EXAMINATION CONDITIONS

1. Examinations will be conducted for Years 7 to 10 under WACE examination conditions as outlined below. All students please take notice that from the time you enter the exam room until you leave you are under the authority of the supervisors.
2. Students are required to **be at the examination room 5 minutes before the scheduled start.**

- Students who are late to examinations should proceed to the examination room. Entry to the exam room will be at the discretion of the supervising teacher only. No compensation for time missed will be made unless there are extenuating circumstances.
3. Students should bring sufficient writing, erasing, ruling and colouring requirements to cover all their needs and check that any calculator is permissible for each examination. **No correction fluid is permitted.**
 4. **No food is allowed in the exam room. Water in clear plastic containers without labels only.**
 5. **Communication** with other candidates **is not permitted** from the time you enter until you leave the room. If you have a query, **put your hand up and wait** for a supervisor.
 6. Except for an approved calculator, mobile phones and other electronic devices eg iPads, ipods etc. are NOT permitted on your person and must be turned off in bags or given to the exam supervisor.
 7. No student is to leave the examination room until the time allotted for the end of the examination.
 8. The outer page of all answered material should show the student's name, class teacher's name and date for that particular examination.
 9. As the examinations are part of the normal school program, all students are advised that they are expected to **adhere to the school dress code**. Failure to do so may cause exclusion from the examination until the correct uniform is worn.
 10. Failure to comply with the above protocols, a lack of effort or poor behaviour during the exam will result in removal from the examination room and a range of consequences put in place.
 11. If a student is absent for an exam:
 - Based on medical grounds, contact from parents is required. Under some circumstances a Medical Certificate may be requested.
 - Due to a family holiday a make-up exam may be made available to the student if practical to do so.
 - The provision of a make-up exam for medical absences and the allocation of a grade without completion of an exam is at the discretion of the Head of Department.
 - If an exam cannot be taken by a student, the Semesters grade will then be based around course performance during that Semester.
 - If a student misses an exam for no reasonable reason, a score of zero may be awarded to the student. This will have a significant impact on a Semesters grade. The Head of Department has discretion within this circumstance.