

Assessment Policy

For Year 6-10 Students

The policy ensures that all students are treated fairly and equitably in relation to assessment. This policy applies to all types of assessment. It is expected that students complete all assigned assessment tasks in each of their subjects in order to successfully demonstrate the learning outcomes and/or competencies associated with the subject. All tasks must adhere to the Year 5-10 MCS Plagiarism statement.

Organisation of Assessment Programs

- All secondary students will receive an assessment calendar for the term by the end of week 2. This is the responsibility of the HOD.
- All assessment tasks must be communicated to the student using the school *Assessment Task Sheet* template.
- Teachers must mark and provide written feedback on all assessment tasks to students within two weeks of the due date.

Examinations and in-class tests (Supervised Conditions)

- Secondary students are notified of set dates for in-class tests via the term assessment calendar that is issued each term by the HOD. Classroom teachers will also communicate these dates to students and parents.
- Secondary students are notified of set dates for examinations via the *Exam Block Schedule* that is issued each term by the Deputy Principal.
- Early examinations will only be administered in extenuating circumstances. Students who wish to sit an early examination must be requested and approved through the *Assessment Extension and Amendment Form*.
- When a student is absent for a scheduled in-class test or examination, a parent/guardian must contact the school to explain the absence on or prior to that day. The student must sit for the test immediately upon return to school.

Conditions for In-class Tests and Supervised Examinations in Secondary

- Students may only bring the materials listed on the examination task sheet into the examination room. No electronic devices are permitted. Pencil cases should be placed on the floor, not on desks.
- During an examination, students must not communicate with anyone other than a supervisor (teacher or teacher aide).
- If a student wishes to speak with a supervisor, they must raise their hand and wait quietly.
- A supervisor may ask a student to move and sit in another place.
- Students must not cheat or attempt to cheat.
- Students may bring a bottle of water into an exam. This must be placed on the floor. No other food or drink are permitted in the exam room.
- Students must remain in the room for the duration of the exam. They may not leave the room early, unless advised otherwise by the supervisor.
- If a student has breached any of these conditions, they are to be removed from the exam room and referred to the Head of Department for academic misconduct.

Absence on the Due Date Years 6-10

If a student is absent on a due date, they must submit the assignment or email the assessment to the classroom teacher or submit it immediately upon returning to school, if advised that this is acceptable. If the absence is school schedule supported (eg. attendance at representative sport, a Traineeship, Apprenticeship, work placement or TAFE), the student must submit the assessment task one day prior, or by 3pm on the due date.

Absence due to bereavement or other special circumstances on the due date must be supported by written parental communication, if it is not possible to email or send the assignment to school with a friend or relative.

When a student does not submit a response to an assessment instrument on or before the due date set by the school, a result should be awarded using evidence available on or before the due date, e.g., class work, a draft, rehearsal notes, photographs of student work, teacher observations. If there is no evidence, then no result will be awarded and this will impact on a student's overall result.

Non-submission of student responses to an assessment instrument

When a student does not submit a response to an assessment instrument on or before the due date set by the school, a result should be awarded using evidence available provided on or before the due date e.g., class work, a draft, rehearsal notes, photographs of student work, teacher observations. If there is no evidence, then no result will be awarded and this will impact on a student's overall result.

Extensions

- All applications for extensions must be made to the Head of Department on the appropriate *Assessment Extension and Amendment Form* form. Teachers may not grant extensions without consultation with the Head of Department. If such a request is granted then the above conditions apply to the revised date.
- Any application for an extension of the due date must be made in advance, where possible. An extension can only be granted on the due date in extreme circumstances, which must be verified by a parent/guardian (e.g. phone call, email or letter explaining unexpected illness or absence).

Grievance Procedures

If a student has any concern about the fairness of the level of achievement awarded by the teacher, they should:

- Approach the teacher to discuss the reason for the level of achievement.
- If concern still exists, approach the Head of Department. The HOD will organise for another teacher with appropriate expertise to remark the assignment or test.
- If a test/assignment is remarked, it must be clearly understood that the new mark will stand, whether it is higher or lower than the original result.

6-10 Assessment Policy

Student and Parent Acknowledgement

I have read and understood the above assessment policy. I understand the implications of late or non-submitted work, particularly due to unexplained and/or unapproved absence.

Name: _____ (Student)

Signed: _____ (Student)

I have read and discussed the above Assessment policy with my son/daughter.

Signed: _____ (Parent)

Date: _____
