

Senior Secondary Assessment Policy, 2017

1. Overview

This policy applies, in conjunction with the college's general Assessment and Reporting Policy, to students undertaking senior secondary education at the college. It is based on the School Curriculum and Standards Authority requirements and frames the responsibilities of both the college and students in the senior secondary educational context for students undertaking the Western Australian Certificate of Education(WACE) including:

- a. Schools Curriculum and Standards Authority courses
- b. Vocational Education and Training (VET)
- c. Endorsed Programs.

2. Student Responsibilities.

It is the responsibility of the student to:

- Maintain a good record of attendance, conduct and progress.
- Understand the expectations of the course, including the assessment requirements.
- Complete and submit all assessment tasks by the due date, ensuring that all work submitted for assessment is their own work.
- Submit all written assignments in hard copy. Final email copies of assignment are not acceptable.
- Inform and discuss with teachers and/or the Principal prior to the assessment due date, any valid reason for the late submission of work, for example illness or a significant personal circumstance.
- Maintain an assessment file for each unit or pair of units studied containing all their work and make it available whenever required.

Note re Printing for students: With our one photocopier in full use it is not possible to photocopy or print student work and so printing of student work should only be for emergencies. The guidelines for student printing will include: no printing on day assignment due; 50c per page; Black and white only.

3. Teacher Responsibilities

It is the responsibility of the teacher to:

- Develop a teaching, learning and assessment program that complies with the School Curriculum and Standards Authority and/ or Australian Qualification and Training Framework (AQTF) guidelines.
- Provide students with and explain the course unit outline and assessment outline at the start of the course.
- Inform students of any amendments to the assessment outline.
- Ensure that all assessment tasks are fair, valid and reliable.

- Maintain accurate records of student learning and achievement.
- Meet college and external timelines for assessment and reporting.
- Provide timely feedback to improve student learning .
- Inform students and parents of learning progress.

4. Information provided to students

4.1 WACE

At the start of each WACE course, the teacher will provide the student with the following:

- The syllabus.
- A course unit outline that includes the following information :
 - the content
 - the sequence in which the content will be taught
 - the approximate teaching time for each section of the course.
 - An assessment outline that includes the following information :
 - the assessment types
 - the weighting for each assessment type
 - the weighting for each assessment task
 - a general description of each assessment task
 - a general indication of the content covered by each assessment task
 - an indication of the outcomes covered by each assessment task
 - the approximate timing of each assessment task, i.e. the week in which each assessment task is planned or the due dates for significant stages of each extended task.

4.2 VET

At the start of each qualification the teacher will make available to each student:

- Access to the qualification Unit of Competency
- Learning delivery plan
- An assessment overview what that includes the following information:
 - the assessment method
 - a general description of each assessment task
 - a general indication of the underpinning skills and knowledge covered by each assessment task
 - an indication of the Units of Competencies and/or associated Elements covered by each assessment task
 - the critical aspects for assessment and evidence required.

4.3 Endorsed programs

At the start of each program the teacher will make available to each student:

- The learning outcomes of the program

- Unit equivalence and estimated learning time
- Learning and teaching program/overview
- Assessment and/ or portfolio requirements to show evidence of learning.

5. Modification of the assessment outline

When a student's specific, documented education needs or cultural beliefs do not allow them to complete a particular task, the teacher may modify the task in consultation with the Principal. An individual education plan will be developed showing any modifications to the assessment outline for the unit or pair of units or VET Units of Competency and provided to the student.

When a student's personal circumstances limit his/her capacity to complete a particular assessment task, the teacher, in consultation with the student and Principal may negotiate a variation to the submission date. Any variation in submission date will take into account the principle of fairness to all students.

If circumstances change during the teaching of a unit or pair of units and or VET Units of Competency, requiring the teacher to make adjustments to scheduled assessment tasks, then amended copy of the assessment outline will be provided to students clearly indicating changes.

6. Completion of Assessment Tasks

Students are required to:

- Be present for and make a genuine attempt in all in-class assessment tasks on the scheduled date
- Submit all assessment tasks prior to or on the set deadline in the required form. (See Section 2 above)

Extensions of assessment deadlines will not be approved unless valid justification is provided. E.g. a medical certificate.

In case where an assessment task is not submitted on time, teachers will make their judgement based on the existing evidence of learning available as of the due date. This may result in a mark of zero.

Students are responsible to ensure they communicate to teachers/ the college any issues that may or will prevent them from submitting assessment tasks by the scheduled deadline.

Students must note that:

- Submitting assessment tasks after the scheduled deadline will result in a mark of zero (0) and will impact on the student's final grade

- Requests for extension of the assessment date must be made prior to the scheduled deadline
- Extensions are not automatically approved
- Extensions are approved only when valid substantiation is provided, for example in care of illness or significant personal circumstances
- The length of an extension is determined by the subject teacher and may vary across learning areas
- Assessment tasks are submitted after the extension date will be returned with feedback only.

In the event that students do not submit the assessment task by the scheduled date or are not present for the in-class assessment without a valid reason, the teacher will immediately notify the Principal and the parent/ caregiver and discuss the risk of the student not completing the unit or pair of units and negotiate a solution.

The non-completion or non-submission of an assessment task may result in the student either:

- Receiving a lower than expected grade at the end of the unit or pair of units (if reason for non-submission is not acceptable to the college) or
- Receiving a 'U' (Unfinished) notation instead of a grade (if the reason for non-submission is acceptable to the college and the student can complete other work in the future to allow the college to assign a grade)
- Receiving a result of 'NC' Not Competent (VET)
- Receiving a result of 'N' Not Achieved (VET)

These results may have implications for students not meeting the requirements of the Western Australian Certificate of Education (WACE) and/or VET Qualification.

7. Acceptable reasons for non-completion or non-submission without prior request for extension

Students will not be disadvantaged by not completing or not submitting scheduled assessment tasks if a valid reason is provided and accepted by the college, for example:

- where sickness, injury or significant personal circumstances prevent a student completing the assessment task on the scheduled date
- where sickness, injury or significant personal circumstances for part or all of the period of an out of class assessment task prevents completion or submission.

In such cases the student/parent/caregiver must:

- contact the college no later than 8:45 am on the day of scheduled assessment or at the earliest possible opportunity
- provide a medical certificate, a letter of explanation, or other documentation as requested by the college as soon as possible after the student returns to college or recommences their course.

Where the student provides a valid reason which is acceptable to the college for the non-completion or non-submission of an assessment task the teacher will:

- negotiate an alternative due date for the assessment task (generally within two days of the student's return), or
- re-weight the student's marks for other tasks (if, in the teacher, sufficient evidence exists in the other tasks completed to enable a grade to be assigned), or
- decided on an alternative assessment task (if, in the opinion of the teacher, the security of the assessment can not be guaranteed), or
- statistically estimate the student's mark for the assessment task on the basis of their marks in similar tasks.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test). Family holidays during the term are not considered a valid reason for non-completion or non-submission of an assessment task. Where a catastrophic event (e.g. a pandemic, cyclone) affects delivery of the teaching and assessment program, the completion or submission of one or more assessment tasks and/ or completion of the college examination timetable, students will be advised by the teacher and/or Principal of modifications to the task requirements and/or the assessment outline, including the due date.

8. Transfer between WACE courses/units

In the event that a student decides that he/she is not in an appropriate course/program, the Principal must be notified immediately to discuss and resolve the matter. Students who commence a unit or pair of units late are at risk of being disadvantaged compared to others in the class so prompt resolution is desirable.

All applications for transfer between courses or units must be made to the Principal, who will schedule a meeting with the student and parent, guardian to discuss the matter, including the requirements for students to be assigned a grade in the unit or pair of units into which they wish to transfer.

Deadlines for course changes are:

- Friday of Term 1 Week 3 for all Semester One units
- Friday of Term 3 Week 2 for all Semester Two units.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan containing the work to be completed and the modifications to the assessment outline, including due dates, and provide this to the student.

Any student who changes a course after the commencement of the course is responsible for completing any courses content and assessment items missed from the new course selected. This means:

- starting the course as soon as the change is approved

- completing the assessment schedule and program provided by the teacher within the specified period.

When a transfer to a different unit in the same course, or a unit in a similar course, the marks from any assessment tasks that assess the syllabus will, wherever possible, be used. These marks may need to be statistically adjusted to ensure that they are on the same scale as the marks for all the students in the new class.

9. Transfer from another school

It is the responsibility of any student who transfers into a class from the same course at another school to provide the college with the details of all completed assessment tasks. The Principal or his/her delegate may contact the previous school to determine:

- the part of the syllabus that has been completed
- the assessment tasks which have been completed
- the marks awarded for these tasks
- previous attainment of VET Qualification and/or VET Units of Competency
- previous achievement of other Endorsed Programs.

The teacher, in consultation with the Principal, will:

- determine how the marks from assessment tasks at the previous school will be used (Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at the college)
- determine any additional work to be completed
- determine any additional assessment tasks to be completed to enable a grade to be assigned.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan containing the work to be completed and the modifications to the assessment outline, including due date, and provide this to the student.

10. Authentication of student work

Ensuring the integrity of all assessment tasks is of paramount importance and the responsibility of both the college and students. The college will support students to understand and work within ethical academic guidelines and will employ appropriate strategies to support students completing and submitting for marking their own, original work.

Cheating, collusion and plagiarism are considered a breach of rules, for which penalties will apply.

All work in each individual assessment task submitted for marking must be the original work of the student. Students must:

- appropriately and accurately reference their work
- participate in the range of authentication activities as required by the course

- keep and submit, upon request, all evidence of learning that will support the college's verification process.

Students must not submit for marking, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage). If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will report the matter in writing to the Principal with a recommendation and the reasons for this recommendation, As a part of this process the student is entitled to a right of reply.

The college will use a range of strategies to support the verification of the original student work, and thus, the determination of cheating, collusion or plagiarism, including:

- discuss with the teacher
- discuss with the student to confirm their understanding of the content
- review of and comparison with previous assessment task
- use of the internet to identify potential sources
- provision of a parallel assessment with similar students.

Breach of rules: Cheating, collusion and plagiarism

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the assessment task which has been identified as not the student's original work
- a result of 'NC' Not Competent (VET)
- a result of 'N' Not Achieved (VET)

The parent/caregiver will be informed of the penalty and consequent implications as well as any further disciplinary action.

11. Security of assessment tasks

If there is more than one class studying the same unit, most or all of the assessment tasks will be the same. In such cases to ensure that no students are unfairly advantaged, the assessment tasks will be made available for limited periods of time.

Where the college uses the same assessment task or examination as another school, for example in small group moderation partnerships, the assessment task or examination and student responses will be retained by the teacher until the assessment or examination has been completed by all schools.

Students must not discuss any aspect of an assessment task with other students scheduled to undertake that assessment task until every student has completed that task. Students found doing so will be treated as having cheated and compromised the principles of fairness, validity and reliability. In such cases students will receive a mark zero (0) for the assessment task.

12. Examinations and Tests

Students must attend, genuinely attempt, and abide by all rules and procedures of scheduled examinations and tests conducted under supervised timed conditions. Failure to meet these requirements will result in a mark of zero (0), unless a valid and acceptable reason is provided to the college in writing

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2. Only in exceptional circumstances may exemptions be applied for and the Principal must approve these in advance. In courses with a practical or oral WACE examination, a practical or oral examination will also be held.

Examinations may be scheduled for General courses where considered appropriate by the college. In some courses with a practical or oral component, a practical or oral exam will also be held. This will be included in the assessment outline for the unit

Examinations are typically 2 to 2.5 hours in Year 11 and 2.5 to 3 hours in Year 12. The examination timetable and a copy of the examination rules will be issued before the commencement of the exam period.

In cases where there is no satisfactory explanation of an absence from a scheduled assessment task (e.g. examination, test), or alternative arrangements cannot be made, an appropriate penalty will be applied as described in 10 above.

12.1 Rules and Procedures

When sitting examinations and tests, students must adhere to the rules and procedures issued with the examination or test. Infringement of the rules or procedures will result in an appropriate penalty as outlined in 10 above or as published by the School Curriculum and Standards Authority.

12.2 Special Provisions

Students with special educational needs must notify their teacher prior to the examination so that appropriate provisions can be made. The deadlines for application of special arrangements are published each year. Provision for sickness or misadventure when sitting examinations will follow the process outlined in the School Curriculum and Standards Authority guidelines.

12.3 Examination arrangements

For Examination a supervisor is required to ensure examination rules, procedures and conditions are adhere to:

- the Examination Supervisor must not be a relative or close friend of the student
- the Examination Supervisor must ensure completed exams are returned to the college promptly
- the Examination arrangements must be approved by the college
- the examinations must be timetabled and supervised in the period notified by the college.

12.4 Year 11 students

WACE examinations are scheduled for the end of Year 12. However, if a student intends to exit their course before their final year of schooling they can enrol to sit an ATAR examination. The School Curriculum and Standards Authority calendar provides dates for enrolment and applications must be made to the Curriculum Council by published deadline. The relevant information is available from the college.

12.5 External examinations for Year 12 students

The college will assume that all Year 12 students enrolled in an examinable course will sit the external examination unless they apply for an exemption. Students eligible for an exemption must apply Principal before the end of Term 1 to apply for an exemption and complete the exemption application on the appropriate form.

13. Reporting achievement

The college reports student achievement at the end of Semester One and at the end of Semester Two.

The report provides for each unit (or pair of units) the following information:

- a grade for the unit/s
- a mark for the unit/s (the weighted total mark for all assessment tasks in the unit/s, including the school examination/s) at the end of Semester One
- a mark for the unit/s (the weighted total mark for all assessment tasks in the unit/s, including the school examination/s) at the end of Semester Two
- a mark for Semester examination (where applicable)
- a comment.

In some Semester One WACE course units, the mark and grade will not be finalised until after the Semester Two examination as this examination covers both units. In this case, a progress mark and grade are reported at the end of Semester One.

At the end of the year, Year 12 students will be provided with a statement which lists the grade for each unit or pair of units, and where required, the school mark, which was submitted to the School Curriculum and Standards Authority. Students will also be provided with a statement which lists VET Units of Competency achieved which will be submitted to the school Curriculum and Standards Authority and relevant RTO (Registered Training Organisation).

All grades on Semester One and Semester Two reports are subject to School Curriculum and Standards Authority approval at the end of the year. The student (and parent/caregiver) will be notified of any changes that result from the School Curriculum and Standards Authority's review of the student results submitted by the college.

For all ATAR Year 12 students a statistically adjusted school mark is reported by the School Curriculum and Standards Authority on the student's Statement of Results. Details of the process that the School Curriculum and Standards Authority uses to adjust the marks submitted by the college are available on the School Curriculum and Standards Authority website at: http://www.curriculum.wa.edu.au/internet/senior_secondary/WACE_Examinations/Your_Marks.

Information about calculating the Australian Tertiary Admissions Rank (ATAR) for university entry is available on the TISC website at: <http://www.tisc.edu.au/static/home/tisc>.

14. Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of an assessment task or the grade assigned for a unit or pair of units they should, in the first instance, discuss the issue with the teacher. If an assessment issue cannot be resolved through discussion with the teacher then the student or parent/caregiver should contact the Principal to discuss and resolve the matter. The student or parent/caregiver can request, in writing to the Principal, that the college conducts a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline for the unit or pair of units does not meet the School Curriculum and Standards Authority's or AQTF's requirements
- the assessment procedures used in the class do not confirm with the college assessment policy
- procedural errors have occurred in the determination of the marks and/or grades.
- procedural errors have occurred in the determination of the marks/ and/or grades.

The Principal, or a nominated representative, will conduct the review. The reviewer will contact the student and the teacher independently and prepare a written report. This report will be provided to the student and parent/caregiver.

If this review does not resolve the matter, the student or parent/caregiver may appeal to the School Curriculum and Standards Authority using an appeal form available from the college. School Curriculum and Standards representatives will then independently investigate the situation and report to the school Curriculum and Standards Authority's student appeal committee.

If the student is enrolled in a VET qualification, the student may use the relevant appeals process available through the auspicing RTO.

If the School Curriculum and Standards Authority committee or RTO upholds a student appeal the college will make any required adjustments to the student's marks and/or grades and re-issue reports as necessary.

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