Assessment Procedures - Years 7-9 Students

1. Assessment Notification & Communication

- The Parent & Student Portal contains links to Google Assessment Calendars indicating the date of tasks for each year group.

- Students will receive written notification of a formal assessment at least two weeks before the due date. Copies of these notifications can be found on a student’s Google Drive class folder (or their email) in order to print off another one. It is the responsibility of the student who is away to ensure he/she has looked here if they are absent from the College. Being away on the day of notification is NOT grounds for an extension. Written notification may take the form of an email.

2. Submission of Tasks

- All tasks are to be completed and submitted by the specified date and time.

- Tasks are NOT to be given to another teacher/staff member to hand in for you. They must be submitted as directed in your task notification.

- The consequence for a late submission is a reduction in the final mark. The penalties will be:

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No marks can be awarded for assessment tasks that are missed, unless special consideration is granted following the submission of an Assessment Variation Request Form. A copy of this form is included in the appendices and can be downloaded from the Parent & Student Portal.

- All assessment tasks must be completed, regardless of lateness, in order to satisfy the requirements of the course. Students who do not complete assessment tasks by the due date and have not been granted special consideration, following submitting an Assessment Variation Request Form, will be issued with a College Detention.

3. Procedure for failure to undertake or submit a task by the set date and time

- There may be unforeseen events which occur immediately before, or on the day, an assessment task is due and which prevent a student from performing or submitting a task at the scheduled time. Such events may include a significant illness, an accident or misadventure. In these cases the student makes a phone call to the College, preferably before 8.30am on the day of the task, and leaves a message for the relevant KLA Coordinator informing them of their absence. An Assessment Variation
Request Form with supporting documentation such as a detailed doctor’s certificate or independent evidence is submitted to the relevant KLA Coordinator on the first day of their return to school.

In the case of a student who feels unwell yet is physically able to attend the College, it is better for them to complete their task at the appropriate time and then appeal their performance in the task due to illness.

Do not assume that special consideration will be granted. Students will still be expected to submit or complete the outstanding task as soon as possible, regardless of the outcome of the application for special consideration.

- Where a student’s application for special consideration is accepted on an in-class task, the student may have to sit for the original/substitute/modified task. The student’s final mark for this task may require an estimate to be calculated, based upon other Assessment Tasks completed by the student throughout the course. The estimated mark is calculated to preserve the student’s relative rank within the course, without advantage nor disadvantage when compared to all other students in that course.

In circumstances where an original/substitute/modified task is unreasonable, not feasible or where the conditions of the missed task are difficult to duplicate, the KLA Coordinator may authorise the use of an estimate based on other appropriate evidence.

4. Issues related to task completion

Technology
- The use of technology, e.g. USB memory sticks, computers and printers, is the student’s responsibility. No allowances will be made for problems related to technical malfunctions. It is the student’s responsibility for work that has been completed on a computer to be saved in at least two different ways. In addition, all draft work completed on a computer should be printed out and kept by the student. It is recommended that students save all work in their Google Drive as well as some form of backup.

- Where assessment submissions have an Information and Communication Technology (ICT) component, e.g. a task has to be handed in on a USB device or email, it is each student’s responsibility to ensure that they have been saved in the correct format.

Extended Leave
- In extreme circumstances the Principal may approve extended leave to a student undertaking the HSC. No exemption from assessment tasks will be granted for such leave. In general, a student will be expected to submit hand-in tasks before they leave and in-class tasks will be completed on the first day they return.
Malpractice

- Any of the following actions will be deemed as a form of malpractice. Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:
  - copying someone else’s work in part or in whole, and presenting it as their own
  - using material directly from books, journals, CDs or the Internet without reference to the source
  - building on the ideas of another person without reference to the source
  - buying, stealing or borrowing another person’s work and presenting it as their own
  - submitting work to which another person such as a parent, coach or subject expert has contributed substantially
  - using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
  - paying someone to write or prepare material
  - using non-approved aids during an assessment task
  - contriving false explanations to explain work not handed in by the due date
  - assisting another student to engage in malpractice (This includes allowing students to look at your work and then have them copy it)
  - breaching school examination rules
  - attempting to copy another student’s work during an examination
  - talking during an examination
  - attempting to alter an assessment task after it has been marked.

- If the malpractice is proven, a zero mark will be given on that task. In some circumstances, the College may decide to administer a substitute task or award a zero for only part of the task.

- Students are encouraged to incorporate research from a variety of sources but sources must be clearly acknowledged through an annotated bibliography and/or footnotes. Failure to acknowledge such sources, constitutes plagiarism. In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:
  - providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas
  - answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills

5. Assessment Reviews

- If a student wishes to appeal a mark or grade on a particular task, he/she must approach the KLA Co-ordinator to provide reasons for the appeal using the Assessment Variation Request Form within two school days of the return of the marked task. This written explanation must also be signed by the student’s parent/guardian. The matter will initially be considered by the KLA Coordinator who will make a recommendation to the Director of Curriculum. No consideration for an appeal will be given to those students who fail to follow the above procedure within the time period specified.
• In the event of a student feeling that the process of assessment as outlined in this document has not been correctly followed or that they have been disadvantaged as a result of the organisation of the assessment task, the student has the right of appeal. Students are encouraged to lodge their appeal as close as possible to the time of the assessment or within 24 hours of the return of the task. Students are discouraged from waiting until they receive their results from the task before lodging an appeal.

• Appeals should be made initially to the relevant KLA Coordinator. A further appeal can be made to the Director of Curriculum, if a student is not satisfied with the outcome of the process or needs further clarification. Students will then be informed if a written appeal is required and how this should be structured.

6. Changing Announced Policy

• Assessment tasks, indicated on both the Assessment Schedules and the Assessment Calendar, may need to be rescheduled for a variety of reasons. Where this is necessary, the KLA Coordinator will inform all students concerned of the new date in writing. This rescheduling will be subject to the approval of the Director of Curriculum.

• In rescheduled tasks, it is still necessary that students be given two weeks notice of the approaching task. Note: This does not mean a new 2 weeks notification for dates that have been pushed back.

7. Completion of Stage 4 and 5 Courses

• The following information comes from the BOSTES Assessment Certification and Examination Manual. A student will be considered to have satisfactorily completed a course if, in the principal’s view, there is sufficient evidence that the student has:
  ○ followed the course developed or endorsed by the Board; and
  ○ applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
  ○ achieved some or all of the outcomes.

This means that students are expected to:

○ have an attendance rate of greater than 85% in order to meet the needs and outcomes of a course. Students who fall below this percentage will be at risk of not meeting course requirements

○ achieve some or all of the course outcomes by completing classwork and homework and approaching all coursework with sustained diligence. Students who are not completing classwork and homework will be at risk of not meeting course requirements

○ complete all assessment tasks. Any student who submits tasks two or more days late without approval, makes a non-serious attempt at a task, or has submitted a task that is deemed to be seeking an unfair advantage will not be meeting course requirements.
• If it appears that a student is at risk of not satisfactorily completing a course, a Warning Letter will be issued. The student and parent/guardian will be advised, in writing from the College, of the need to correct the problem and alert him/her to the possible consequences if this behaviour was to continue.

Assessment Procedures - Years 10-12 Students

1. Assessment Notification & Communication

• The Parent & Student Portal contains links to Google Assessment Calendars indicating the date of tasks for each year group.

• Students will receive written notification of a formal assessment at least two weeks before the due date. Copies of these notifications can be found on a student’s Google Drive class folder (or their email) in order to print off another one. It is the responsibility of the student who is away to ensure he/she has looked here if they are absent from the College. Being away on the day of notification is NOT grounds for an extension. Written notification may take the form of an email.

2. Submission of Tasks

• All tasks are to be completed and submitted by the specified date and time.

• Tasks are NOT to be given to another teacher/staff member to hand in for you. They must be submitted as directed in your task notification.

• The consequence for a late submission is a reduction in the final mark. The penalties will be:

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No marks can be awarded for assessment tasks that are missed, unless special consideration is granted following the submission of an Assessment Variation Request Form. A copy of this form is included in the appendices and can be downloaded from the Parent & Student Portal.

• All assessment tasks must be completed, regardless of lateness, in order to satisfy the requirements of the course. Students who do not complete assessment tasks by the due date and have not been granted special consideration, following submitting an Assessment Variation Request Form, will be issued with an 'N' Warning Letter.
3. Procedure for failure to undertake or submit a task by the set date and time

- There may be unforeseen events which occur immediately before, or on the day, an assessment task is due and which prevent a student from performing or submitting a task at the scheduled time. Such events may include a significant illness, an accident or misadventure. In these cases the student makes a phone call to the College, preferably before 8.30am on the day of the task, and leaves a message for the relevant KLA Coordinator informing them of their absence. An Assessment Variation Request Form with supporting documentation such as a detailed doctor’s certificate or independent evidence is submitted to the relevant KLA Coordinator on the first day of their return to school.

In the case of a student who feels unwell yet is physically able to attend the College, it is better for them to complete their task at the appropriate time and then appeal their performance in the task due to illness.

Do not assume that special consideration will be granted. Students will still be expected to submit or complete the outstanding task as soon as possible, regardless of the outcome of the application for special consideration.

- In the event of a student being absent from school for an examination during an Examination Block, a phone message is to be left for both the Director of Curriculum and Leader of Wellbeing. The student is to report to the Director of Curriculum on the first day back at school, where arrangements will then be made for the completion of the examination paper(s). In such circumstances, an Assessment Variation Request Form with supporting documentation must still be completed. Students should attend on the next possible day NOT the next time they have an examination.

- Where a student’s application for special consideration is accepted on an in-class task or examination in an Examination block, the student may have to sit for the original/substitute/modified task. The student’s final mark for this task may require an estimate to be calculated, based upon other Assessment Tasks completed by the student throughout the course. The estimated mark is calculated to preserve the student’s relative rank within the course, without advantage nor disadvantage when compared to all other students in that course.

In circumstances where an original/substitute/modified task is unreasonable, not feasible or where the conditions of the missed task are difficult to duplicate, the Director of Curriculum may authorise the use of an estimate based on other appropriate evidence.

4. Issues related to task completion

   Technology

- The use of technology, e.g. USB memory sticks, computers and printers, is the student’s responsibility. No allowances will be made for problems related to technical malfunctions. It is the student’s responsibility for work that has been completed on a computer to be saved in at least two different ways. In addition, all draft work completed on a computer should be printed out and kept by the student. It is recommended that students save all work in their Google Drive as well as some form of backup.
• Where assessment submissions have an Information and Communication Technology (ICT) component, e.g. a task has to be handed in on a USB device or email, it is each student’s responsibility to ensure that they have been saved in the correct format.

Work Placement
• Vocational Educational and Training (VET) subjects have compulsory work placements. These should be completed in the time period specified. A student who misses a whole or part of of their Work Placement must also submit an Assessment Variation Request Form with supporting documentation such as a detailed doctor’s certificate or independent evidence to be granted special consideration.

• In-class tasks due during this time will be completed on the first day a student returns to school.

• Hand-in tasks must be handed in on the due date. Students may decide to hand-in the task before the work placement commences.

Extended Leave
• In extreme circumstances the Principal may approve extended leave to a student undertaking the HSC. No exemption from assessment tasks will be granted for such leave. In general, a student will be expected to submit hand-in tasks before they leave and in-class tasks will be completed on the first day they return.

Malpractice
• Any of the following actions will be deemed as a form of malpractice. Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:
  ○ copying someone else’s work in part or in whole, and presenting it as their own
  ○ using material directly from books, journals, CDs or the Internet without reference to the source
  ○ building on the ideas of another person without reference to the source
  ○ buying, stealing or borrowing another person’s work and presenting it as their own
  ○ submitting work to which another person such as a parent, coach or subject expert has contributed substantially
  ○ using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
  ○ paying someone to write or prepare material
  ○ using non-approved aids during an assessment task
  ○ contriving false explanations to explain work not handed in by the due date
  ○ assisting another student to engage in malpractice (This includes allowing students to look at your work and then have them copy it)
  ○ breaching school examination rules
  ○ attempting to copy another student’s work during an examination
  ○ talking during an examination
  ○ attempting to alter an assessment task after it has been marked.
- If the malpractice is proven, a zero mark will be given on that task. In some circumstances, the College may decide to administer a substitute task or award a zero for only part of the task.

- The Board of Studies Teaching and Educational Standards (BOSTES) now has a Malpractice Register, where the names of students who are found to have participated in malpractice are recorded for HSC students.

- Students are encouraged to incorporate research from a variety of sources but sources must be clearly acknowledged through an annotated bibliography and/or footnotes. Failure to acknowledge such sources, constitutes plagiarism. In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:
  - providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas
  - answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

NOTE: All students in Year 11 and 12 have completed the BOSTES course “All My Own Work”, relating to plagiarism, cheating and other forms of gaining unfair advantage. Students remain solely responsible for maintaining the authenticity of all work they submit.

5. Assessment Reviews

- If a student wishes to appeal a mark or grade on a particular task, he/she must approach the KLA Co-ordinator to provide reasons for the appeal using the Assessment Variation Request Form within two school days of the return of the marked task. This written explanation must also be signed by the student’s parent/guardian. The matter will initially be considered by the KLA Coordinator who will make a recommendation to the Director of Curriculum. No consideration for an appeal will be given to those students who fail to follow the above procedure within the time period specified.

- In the event of a student feeling that the process of assessment as outlined in this document has not been correctly followed or that they have been disadvantaged as a result of the organisation of the assessment task, the student has the right of appeal. Students are encouraged to lodge their appeal as close as possible to the time of the assessment or within 24 hours of the return of the task. Students are discouraged from waiting until they receive their results from the task before lodging an appeal.

Appeals should be made initially to the relevant KLA Coordinator. A further appeal can be made to the Director of Curriculum, if a student is not satisfied with the outcome of the process or needs further clarification. Students will then be informed if a written appeal is required and how this should be structured.

All written appeals received will be submitted to the Director of Curriculum who will convene the Assessment Review Committee to discuss the grounds for the appeal. The decision in regard to the appeal will then be communicated directly to the student/s by the chairperson of the Academic Review Committee.
Provision does occur for subsequent appeals to BOSTES if the student is not satisfied with the school’s review process. The Board will NOT review marks awarded for individual tasks. It will only consider:
that the school had adequate procedures in place to review checks on weightings and computation of marks, and the conduct of the review was proper in all respects.

There can be no appeal to BOSTES against a school’s judgement of a student’s performance on a particular task. Any disputes over an individual task must be resolved within the school at the time the task is returned.

6. Changing Announced Policy

- Assessment tasks, indicated on both the Assessment Schedules and the Assessment Calendar, may need to be rescheduled for a variety of reasons. Where this is necessary, the KLA Coordinator will inform all students concerned of the new date in writing. This rescheduling will be subject to the approval of the Director of Curriculum.

- In rescheduled tasks, it is still necessary that students be given two weeks notice of the approaching task. Note: This does not mean a new 2 weeks notification for dates that have been pushed back.

7. ‘N’ Determinations

- The following information comes from the BOSTES Assessment Certification and Examination Manual. A student will be considered to have satisfactorily completed a course if, in the principal’s view, there is sufficient evidence that the student has:
  ○ followed the course developed or endorsed by the Board; and
  ○ applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
  ○ achieved some or all of the outcomes.

This means that students are expected to:

- have an attendance rate of greater than 85% in order to meet the needs and outcomes of a course. Students who fall below this percentage will be at risk of not meeting course requirements
- achieve some or all of the course outcomes by completing classwork and homework and approaching all coursework with sustained diligence. Students who are not completing classwork and homework will be at risk of not meeting course requirements
- complete work placement to display Competencies and Achievements
- complete all assessment tasks. Any student who submits tasks two or more days late without approval, makes a non-serious attempt at a task, or has submitted a task that is deemed to be seeking an unfair advantage will not be meeting course requirements.
Students who are entered into courses on a provisional contract because they have not achieved the benchmarks of the course, may be required to change the course if they are not achieving at the required level or meeting course requirements.

● If it appears that a student is at risk of not satisfactorily completing a RoSA, Preliminary or HSC course, a Warning Letter will be issued. The student and parent/guardian will be advised, in writing from the College, of the need to correct the problem and alert him/her to the possible consequences of an ‘N’ determination. It is vital for the student to attend to the “Action” as stated in the Warning Letter within the time allocated in the letter to resolve this matter, in order to avoid subsequent letters being issued.

● Students will receive at least two written warning notifications before they will be given an ‘N’ determination.

● Students who receive an ‘N’ determination have a right of appeal. This will require the student to apply in writing to the Principal by a determined date.

This document should be read in conjunction with Higher School Certificate: Rules and Procedures produced by BOSTES.