

This policy is provided to all Year 7 to 10 students and is based on the School Curriculum and Standards Authority (SCSA) requirements. The policy has been developed so students, parents and teachers are aware of their responsibilities in the assessment process. The policy is available on the school website, on Connect and from the school.

Warwick SHS has high expectations for all our students. The aim of the assessment and reporting policy is to encourage students to take responsibility for their learning and to achieve success. It is our aim for staff, students and parents to work together in order to allow students maximum opportunities to successfully complete their assessment program. Assessment procedures must be fair, valid and reliable whilst also allowing differentiation among students across the full range of ability levels.

Warwick SHS will administer the prescribed national assessments - NAPLAN - for students in Years 7 and 9. Students will undertake OLNA in Year 9, 10, 11 and/or 12, if required.

1. PURPOSE OF ASSESSMENT

Assessment assists teachers and the school to:

- Monitor the progress of students and diagnose learning difficulties;
- Adjust programs to ensure all students have the opportunity to achieve the intended outcomes;
- Report student achievement to parents;
- Establish holistic planning, reporting and accountability procedures.

Assessment procedures must be fair, valid and reliable.

2. ASSESSMENT GUIDELINES

Warwick SHS has established a holistic approach to assessment and it is important to note that the following responsibilities apply to all the Learning Areas. Student assessment has guidelines set by SCSA.

Adherence to these guidelines is mandatory. At the commencement of the subject, students will be provided with the course and assessment outlines, including a general indication of the assessment tasks, which contribute to final results, and their respective worth and weightings relative to the course.

3. STAFF RESPONSIBILITIES

- Develop a teaching/learning program that adheres to the School Curriculum and Standards Authority.
- Provide students with *Course Outline* and *Assessment Outline* at the commencement of the unit of work; this will also be made available via Connect.
- Ensure that assessments are fair, valid and reliable.
- Maintain accurate records of student achievement and assessment.
- Meet school and external timeframes for assessment and reporting.
- Inform students and parents of academic progress as appropriate.
- Constantly monitor students' work, and provide timely feedback within two weeks.

4. STUDENT RESPONSIBILITIES

- Complete the prescribed work requirements in each subject by the due date.
- Complete all assessment tasks described in the course and assessment outlines.
- Maintain a good record of attendance, conduct and progress.
- Keep neat, well-organised subject files, including course work and assessed work.
- Initiate contact with teachers concerning absence from class, requests for extensions, missed assessments and other issues concerning assessment.

5. PARENT/CARER RESPONSIBILITIES

- Monitor progress and make contact with the school/course teachers as required.
- Attend parent information and report evenings.
- Encourage and support their child to realise their potential.
- Ensure contact details are accurate and up to date.
- Provide their child with necessary equipment and textbooks.
- Monitor student's completion of homework and revision.
- Notify the school regarding absence (See below: "Absence from Class")
- Regularly check Connect to monitor student progress.
- Respond to staff enquiries/requests.

6. LATE WORK PENALTY

It is important that the student monitor their own work and time schedules to meet the demands of due dates.
It is also important that parents/carers assist with students with this process.

Where an out of class assessment task is submitted after the due date or is not submitted, and the student **does not** provide a reason which is acceptable to the school, the following penalties apply:

- One day late: 10%
- Two days late: 20%
- Three days late: 30% and so on
- Failure to submit after seven (7) days will result in a mark of zero.

Where an in class assessment task is missed and the student does not provide a reason which is acceptable to the school, the student will receive a mark of zero. An absence of three or more days requires a medical certificate.

Family holidays are considered unauthorised vacations by the Department of Education and as such will not be considered as an acceptable reason for the non-completion or non-submission of an assessment task.

7. CHEATING, COLLUSION, PLAGIARISM AND MISBEHAVIOUR

Students are expected to follow standard test conditions for all assessments. If cheating, collusion or plagiarism is established in assessment tasks, then the work will not be accepted. Any resubmitted work will invoke a late penalty. If cheating is established during a test/examination, then the relevant work will not be accepted for assessment.

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, i.e. as original, any work which:

- is prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- is copied or downloaded from the internet, including artificial intelligence applications (AIA) generated responses, without acknowledging the source
- paraphrases or summarises the work of others.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant Head of Learning Area responsible for the course. As part of this process, the student and the parent/carer will be informed of the suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is demonstrated 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 where the teacher can identify that the work is not the student's own.

The student and parent/carer will be informed in writing of the decision made, the penalty and any further disciplinary action.

If a student is removed from an assessment due to behavioural concerns the student will be marked on the completed component of the assessment and awarded zero for the uncompleted component.

8. ABSENCE FROM CLASS

When a student is absent from class, their ability to achieve to their potential is diminished. If a student is absent from class, it is their responsibility to make arrangements to complete any work missed. Extended periods of absence will likely result in lower levels of achievement or not fulfilling the requirements for the unit.

- **Scheduled assessment tasks** – absence from a specially scheduled assessment task (including tests and examinations) must be explained on the day of the assessment. Where possible, satisfactory explanation of the absence will enable the student to either sit the assessment, be exempt from that task or be requested to complete an alternative assessment. Students may be required to sit tests outside of class time, which can be negotiated with the teacher.
- **Assessment work** - If the student is absent when an assessed task is due, then the assessed work must be handed in at the beginning of the next lesson. This is the student's responsibility!
- **Extended absence** – where a student is absent for an extended period due to injury or illness, they must negotiate with the teacher to ascertain what work is required to complete the course. An absence of three or more days requires a medical certificate. The school will endeavour to provide support for the student's learning program.
- **Extension of time** – an extension of time will only be granted in exceptional circumstances and only if the student has negotiated this with their teacher, prior to the due date.
- **Negotiated assessment or extension date** – If a student does not sit an assessment or submit a task on/by the negotiated date then they will be awarded zero for that component.

9. REPORTING

Students will be kept informed of their progress throughout their enrolment in a course. Teachers will assess completed tasks, and relay assessment information to the student within two weeks of submission. Parents/carers will be informed about a student's progress regularly.

Both students and parents/carers will be informed when it is identified that there is a risk of:

- Not achieving their potential; and/or
- A 'D' or 'E' Grade;

via an Academic Concern notification, email, phone call or Connect.

- **Mid-year and end of year reporting** – teachers should make a professional judgment regarding the level of achievement that the student is demonstrating relative to the achievement standard, thus taking into account the curriculum that has been taught and assessed to that point in time. Thus, students demonstrating excellent achievement at that point in time would be allocated an 'A' grade, students demonstrating satisfactory achievement would be allocated a 'C' grade.
- **Additional reporting information** – as recommended by the School Curriculum and Standards Authority the School will use an alternative approach when reporting on attributes such as attitude, behaviour, effort and personal qualities. As such students are expected to:
 - Be punctual to class;
 - Adhere to deadlines for class work, homework and assessment work;
 - Contribute to discussions;
 - Work independently;
 - Cooperate in group activities;
 - Listen attentively to instructions;
 - Attempt all work;
 - Be responsible for all equipment and resources; and
 - Conduct themselves in a responsible manner with consideration for other class members' opinions.