

KEARNAN COLLEGE

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SECONDARY SCHOOL ASSESSMENT POLICY 2018

This policy is provided to all secondary students at Kearnan College and is based on School Curriculum and Standards Authority (Authority) requirements.

This policy applies to the assessment of all courses offered at Kearnan College, and where applicable, specifically to WACE courses.

Senior Secondary

All Year 11 and Year 12 students are enrolled in a combination of ATAR, General, Foundation, Preliminary (which are typically delivered as a pair of units, with Unit 1 and 2 undertaken in Year 11 and Unit 3 and 4 undertaken in Year 12) and VET industry-specific courses. Some students are also gaining credit for the WACE by undertaking Vocational Education and Training (VET) qualifications (i.e. Certificate II courses) and/or endorsed programs (i.e. Workplace Learning) which are available at the College. The VET qualifications are delivered and assessed in partnership with several registered training organisations (RTO).

1. Student responsibilities

It is the responsibility of the student to:

- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- maintain an assessment file for each course or pair of units studied which contains all completed written assessment tasks (see Section 9 below for details)
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular course or pair of units
- provide students with access to a course outline and an assessment outline at the start of each course (see Section 3 below for details)
- ensure that all assessment tasks are fair, valid and reliable
- provide students with timely assessment feedback and with guidance about how best to undertake future tasks
- maintain accurate records of student achievement
- meet College and external timelines for assessment and reporting
- inform students and parents of academic progress, as appropriate.

3. Information provided to students

Before teaching starts the teacher will provide the following documents electronically* on SEQTA:

- the School Curriculum and Standards Authority mandated curriculum and the Bishops' Mandated Curriculum for Religious Education for Year 7 to 10 courses; or the syllabus for the pair of units (including the grade descriptions) for Year 11 and 12
- a course outline for the course or pair of units (or unit or semester) that shows:
 - the content from the curriculum/syllabus in the sequence in which it will be taught
 - the approximate time allocated to teach each section of content from the curriculum/syllabus
- an assessment outline for the course or pair of units that includes:
 - the number of tasks to be assessed
 - the approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the start week and submissions week for each out-of-class extended task)
 - the weighting for each assessment task
 - the weighting for each assessment type, as specified in the assessment table of the curriculum/syllabus
 - a general description of each assessment task
 - an indication of the content covered by each assessment task.

*Note: Students without internet access at home can request from their teacher a hard copy of these documents.

4. Assessing student achievement

At Kearnan College, Year 11 and 12 students are enrolled in a pair of units. In each pair of units, a number of assessment tasks occur during the year including end of semester exams in all ATAR courses and an Externally Set Task for Year 12 General and Foundation courses (see Sections 5 and 6 below for details).

Students in Year 7 to 10 also complete a number of assessment tasks throughout the year. Formal examinations commence in some learning areas at the end of Year 9, with students in Year 10 completing examinations at the end of both Semester 1 and Semester 2.

Each assessment task completed by a student provides evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks to rank students in the class and assign grades.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Where appropriate, the criteria against which the task will be marked will be provided with the task outline.

Most tasks are completed in-class. Some courses may include tasks that are completed out-of-class (in which case, student achievement will be validated to ensure authenticity).

Some courses may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group. Typically this will be identified in the task (or task brief) provided to the students at the commencement of the task.

Where a student's disability, specific education needs or cultural beliefs will significantly affect their access to an assessment task the teacher may adjust the task in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. (See Section 11 for further information on students with a disability).

5. School examinations (Year 9 to 12)

School examinations are included in the assessment outline for the course or pair of units. The weighting, i.e. proportion of the final mark, for these school-based examinations varies between courses and can be determined from the assessment outline.

A written examination will be held in most Year 10 courses and all ATAR courses at the end of Semester 1 and the end of Semester 2. A practical/performance/oral exam will also be held in those courses with a practical, performance or oral ATAR examination.

In Year 9 written examinations are typically 1 hour in duration, while Year 10 examinations range between 1.5 to 2.5 hours in duration. Year 11 written examinations typically range from 2 to 3 hours in duration.

In Year 12 written examinations range between 2.5 and 3 hours duration. Courses with a practical, performance or oral examination include a separate practical, performance or oral examination.

An examination timetable, including the examination rules, is issued to students before the start of each exam period. The examination rules are also printed in the College student diary. If an examination contains an error or questions are based on content that is outside the curriculum/syllabus or there is a breach of security the College will:

- remove the question containing the error or based on content outside the curriculum/syllabus, **or**
- set a new examination if there is a breach of security that affects all students, **or**
- penalise the students involved if there is a breach of security limited to only them (i.e. a mark of zero).

Where health issues or personal circumstances prevent a student from completing one or more school examinations, as for all other assessment tasks, the College will determine whether the reason is acceptable (see Section 13 below for details) and if not acceptable the student will be given a mark of zero. If the reason is acceptable to the College, an alternate date will be set or, where this is not possible, the student will not sit the examination and their marks for other tasks will be re-weighted.

6. Externally set tasks (Year 12)

All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course.

The EST is included in the assessment outline for the pair of units. This assessment task has a weighting of 15% of the final mark for the pair of units.

The EST is a 50 minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class, under standard test conditions.

Where a student does not complete the EST on the scheduled day they will be required to complete the task at the first available opportunity (generally within two days of the student's return to school). If this is not until after the date that the Authority requires the College to submit the EST marks then the College will determine if the reason for non-completion is acceptable (see Section 13 below for details) and if not acceptable the student will be allocated a mark of zero. If the reason is acceptable to the College the teacher will:

- decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential), **or**
- a predicted EST score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the EST.

7. Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

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

- prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- copied or downloaded from the internet
- paraphrased or summarises the work of others, without acknowledging the source.

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/teacher-in-charge responsible for the course. As part of this process, the student and the parent/guardian will be informed of suspected inappropriate behaviour. The student will be provided with the right of reply.

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

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

8. Security of assessment tasks

Where there is more than one class studying the same course or pair of units at the College all, or most, of the assessment tasks will be the same to ensure student marks are on the same scale. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as collusion and the students will be penalised.

Where the College uses the same assessment task or examination as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

9. Retention and disposal of student work

Students are responsible for retaining all of their marked written assessment tasks in a portfolio or file for each course which is kept in the classroom. The College will retain all non-written assessment tasks (typically as audio or video recordings or digital products). This material is required by the teacher when assigning grades at the completion of the course or pair of units and may be required by the Authority for moderation purposes. Assessment files will be made available to parents on request.

Students are required to establish an assessment file for each course/program. A separate assessment file holds all marked written assessment tasks for a course. Students will have access to this file for revision purposes. In Year 11 and 12, the College retains the assessment files until the marks have been accepted by the Authority. All assessment tasks are available to students for collection after that time. All materials not collected by the beginning of the following school year are securely disposed of by the College.

The College will not use the materials for any other purposes without the written permission of the student.

10. Modification of the assessment outline

If circumstances change during the teaching of a course or pair of units, requiring the teacher to make adjustments to scheduled assessment tasks, then students will be notified and the modified assessment outline will be placed on SEQTA.

Where a disability, special education needs or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks, the assessment outline will be adjusted and a copy provided to the student and parent/guardian. Where applicable, an Individual Education Plan (IEP) or Curriculum Adjustment Plan (CAP) may be developed in consultation with the student and parent/guardian.

11. Students with a disability

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. These adjustments will be consistent with those described in the Authority's *Guidelines for disability adjustments for timed assessments*, which can be accessed from the Authority website. Adjustments, depending on the individual student's education needs, can include special equipment, provision of a scribe, or additional time to complete the task.

Students who are unable to complete an assessment task because of their disability will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings. Where applicable, an Individual Education Plan (IEP) or Curriculum Adjustment Plan (CAP) may be developed in consultation with parent/guardian and student.

12. Completion of a course or pair of units

A grade (A, B, C, D or E) is assigned for each course or pair of units completed.

Students are required to:

- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks on or before the due date.

Assessment tasks must be submitted directly to the teacher.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student (or the parent/guardian) must discuss the matter with the teacher at the earliest opportunity **before** the scheduled date. The College will determine whether the reason is acceptable (see Section 13 below for details).

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task **is acceptable** to the College (see Section 13 below for details) the student's assessment outline will, where possible, be adjusted and a grade assigned.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task, without providing an acceptable reason, the teacher will contact the parent/guardian to discuss the possible impact of the penalty on the student's grade and negotiate actions to prevent this re-occurring.

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 College (see Section 13 below for details), the following penalties apply:

- 10% reduction in the mark per day (if submitted one to five school days late), **or**
- a mark of zero (if submitted more than five school days late or not submitted).

Where an in-class assessment task is missed and the student **does not** provide a reason which is acceptable to the College (see Section 13 below for details) the student will receive a mark of zero.

13. Acceptable reasons for non-completion or non-submission

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the College. For example:

- where sickness, injury or significant pastoral circumstances prevents a student attending on the day that an in-class assessment task (including school examinations and the externally set task) is scheduled
- where sickness, injury or significant pastoral circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.

In such cases the parent/guardian should:

- contact the College before 9.30 am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide either a medical certificate or a letter of explanation immediately the student returns to school.

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

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- not require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority requirements for the course and to enable a grade to be assigned).

In exceptional circumstances, the parent/guardian may negotiate with the head of learning area/teacher-in-charge the development of an individual education plan which will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

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, preparation for the College ball, family holidays).

The College is unable to assist in providing work for students who are taking family holidays during the school term or in altering their learning program for this reason. Students who are absent on holidays during term time have the responsibility to catch up on missed work. All assessment work is to be submitted within two (2) weeks of return to school or full penalties will apply. Students may jeopardise course completion by not completing assessment requirements.

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching 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 College of adjustments to the task requirements and/or the assessment outline.

14. Transfer between courses and/or units

Should a student commence a course or pair of units late, they will be at risk of being disadvantaged compared to others in the class. An application to transfer between types of courses or between courses is made through the Head of Secondary. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the course or pair of units into which they wish to transfer.

At Kearnan College the deadline for course transfers in Year 12 is Friday of Week 5 in Term 1, as all courses are assessed as a pair of units.

In Year 11, the same deadline applies; however, students can also transfer at the end of Semester 1, where class numbers enable this to occur. Students studying a Foundation course can transfer to a General course after the OLN results are received from the Authority.

When a Year 11 student transfers to a different course within the same subject (e.g. from English ATAR Year 11 to English General Year 11) or to a similar course (e.g. Human Biology ATAR Year 11 to Integrated Science General Year 11), the marks from completed assessment tasks will be used, where they are appropriate, for the unit into which the student is transferring. These marks may be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class or tasks may be remarked to meet the assessment requirements of the new course.

Where additional work and/or assessment tasks are necessary to enable a grade to be assigned, the teacher will develop an individual education plan showing the work to be completed and/or an adjusted assessment outline. The plan and/or the adjusted assessment outline will be discussed with the parent/guardian and provided to the student.

15. 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 evidence of all completed assessment tasks. The Head of Secondary will contact the previous school to confirm:

- the part of the syllabus that has been taught
- the assessment tasks which have been completed
- the marks awarded for these tasks.

The head of learning area/teacher-in-charge responsible for the course 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 Kearnan College.]
- determine the additional work, if any, to be completed
- determine the additional assessment tasks, if any, 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 showing the work to be completed and/or an adjusted assessment outline. The plan and/or the adjusted assessment outline will be discussed with the parent/guardian and provided to the student.

16. Reporting student achievement

The College reports student achievement at the end of Semester 1 and at the end of Semester 2. The report provides for each course:

- a comment by the teacher
- a grade¹
- the percentage mark in the school-based examination (for relevant Senior School courses)
- the percentage mark¹ (calculated from the weighted total mark).

1 In Year 11 and 12, Semester 1 mark and grade are interim as they are not finalised until the pair of units is completed at the end of the year.

At the end of the year, Year 11 and 12 students will be provided with a Kearnan College statement of achievement, which lists the school mark and grade for each pair of units. These are the results which will be submitted to the Authority. Successful completion of VET qualifications and endorsed programs are also listed on the statement of achievement.

All Year 11 and 12 final grades are subject to approval by the Authority at the end of the year. The student (and parent/guardian) will be notified of any changes that result from the Authority's review of the student results submitted by the College.

17. Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned for a course 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 the parent/guardian) should approach the relevant head of learning area/teacher-in-charge responsible for the course.

The student or their parent/guardian can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline does not meet the curriculum/syllabus requirements
- the assessment procedures used do not conform with the College's secondary assessment policy
- procedural errors have occurred in the determination of the course mark and/or grade
- computational errors have occurred in the determination of the course mark.

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

If this review does not resolve the matter, the student (or parent/guardian) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Head of Secondary or the Authority website. Authority representatives will then independently investigate the claim and report to the Authority's student appeal committee.

If the committee upholds a student appeal the College will make any required adjustments to the student's mark and/or grade and where required the mark and/or grade of other students and re-issue reports and/or the statement of achievement as necessary.