Assessment Policy Year 7 to Year 10

The following information is guided by the School Curriculum and Standards Authority (SCSA) principles and guidelines outlining school assessment in all courses and subjects offered at the school. Assessment is used to:

- Measure the learning outcomes of students studying a course.
- Monitor and report on students’ progress.
- Diagnose learning difficulties.
- Guide course/subject selection.

What is required of the School?

Great Southern Grammar will provide students with:

- An assessment policy based on SCSA guidelines.
- At the start of each semester, an assessment outline for each course/subject that includes the type and frequency of assessment (in Year 7 this will be at the teacher’s discretion).
- Access to teachers’ assessment documentation and marked assessments, if requested.

The School will:

- Conduct internal comparability where more than one teacher is teaching a subject.
- Provide students and parents with reports of students’ academic progress.
- Provide timely feedback to students following assessment tasks.

What is required of students?

In order to successfully complete their courses/subjects, students are required to:

- Complete all assessments in each subject by the due dates.
- Ensure that all submitted assessments are their own work.
- Keep all assessments and make them available as required for revision or moderation.
- Maintain a good attendance record for each class.
- Liaise with teachers concerning absence from class due to a valid reason, extension requests and other assessment matters.

Assessment Protocols

It is each student’s responsibility to submit assessments on time.

- Assessment schedules will clearly indicate when assessment tasks are due. Students will be notified in advance of any deviation from the schedule.
- The School will endeavour to ensure that there are no more than two in-class assessment tasks on a day. Please note: this does not apply to assessment tasks provided in advance.
- Student requests for extensions must be made directly to the relevant classroom teacher at least three days before the assessment is due. Each case will be determined on its merits.
- Late submission of assessments incurs a penalty. For example, a student may be required to complete the missing task at school outside school hours in fairness to the students who
complete the assessment by the due date. In Year 10, late assessments will incur a penalty: 10% per day (including weekends) and will result in a mark of zero after three days; unless a valid excuse is provided, such as a doctor’s certificate. The assessment must be completed and provided to the teacher regardless of a mark of zero in order to meet the course completion requirements.

- Parents or guardians will be notified in writing or via email when students have failed to complete assessments.

Assessment Task Reliability

CHEATING, COLLUSION, PLAGIARISM

- Students shown to have cheated or plagiarised (presented the work of others as their own without acknowledging the source) will be penalised.
- Students who allow others to use their work will be penalised 50% of the marks they would have been awarded for the task.

AUTHENTICATION OF OUT-OF-CLASS ASSESSMENTS

Students are required to show the materials used in developing the task (e.g. notes, drafts, copies of information used).

Students With Special Needs

The school will:

- Provide extra time for students to complete assessments where medical evidence is provided.
- Provide alternate opportunities for students to demonstrate their learning subject to medical evidence.
- Provide alternative, differentiated tasks as appropriate.

Parents are required to:

- Inform the school of any disabilities or learning difficulties upon enrolment.
- Provide information regarding any changes to the child’s ability to learn that may affect their child’s progress.

Special Circumstances - Absences

It is in students’ best interests to ensure they attend all classes where possible.

The school will:

- Provide students the opportunity to complete tasks at an alternate time when a valid excuse is provided.
- Provide materials via the homeroom teacher, or Head of Year/Head of House, when prolonged absence occurs due to illness or injury.
- Contact parents where unexplained absences occur.

Students are required to:

- Collect work from teachers when they know they will be away from school before the absence occurs.
- Catch up on missed work when the absence was not planned.

Parents are required to:

- Notify the school of their student’s absence – by phone, email, note and/or Doctor’s Certificate.
- Request a ‘leave of absence’ from the Headmaster where extended leave (e.g. family holiday) is required. This is typically for an absence of a week or more.
**Student Appeals**

Where there is a grievance with a decision about an application for extension, an excuse for absence, or the result in a particular subject, the Head of Middle School or Head of Learning Area will be the first point of reference. If there is not a satisfactory solution at this stage the appeal will be referred to the Director of Studies. The Headmaster will be the ultimate arbiter of any dispute on these issues.