



Lake Joondalup Baptist College

Year 8 and 9 Assessment Policy

**Dean of Curriculum
February 2009**

Rationale

The following policy applies for Year 8 and 9 at Lake Joondalup Baptist College and conforms to the expectations of the Curriculum Framework and the Curriculum Council of Western Australia.

Assessment assists teachers and schools in:

- monitoring the progress of students
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes
- developing subsequent learning programs
- reporting student achievement to parents
- whole-school and system planning, reporting and accountability procedures

Assessment procedures must therefore be fair, valid and reliable.

Assessment Procedures

1. Assessment quality and equity

For quality and therefore equity, each assessment item should:

- clearly outline what it intends to assess in student accessible language
- only use specialist language or jargon as an aid to clarity and accuracy
- involve the reproduction of gender, socioeconomic, ethnic, ability or other cultural stereotypes only after careful consideration of the necessity of doing so
- be presented clearly through appropriate choice of layout, cues, visual design, font and words, and state its requirements explicitly and directly
- be assessed using criteria developed from either the Curriculum Framework progress maps, scales of achievement or syllabi and be declared in advance

For equality, and therefore equity, each assessment task should:

- give clear and definite instructions
- be used under clear, definite and specific conditions that are substantially the same for all
- be used under conditions that do not present inappropriate barriers to equal participation by all
- involve the use of a range of background contexts in which assessment items can be presented
- include a range and balance of types of assessment instruments and modes of response, including visual and linguistic materials
- reflect the changing ICT environment in which students are learning
- offer a range and balance of conditions

2. Student responsibilities

- Complete the prescribed work requirements by the due date
- Complete all assessment items as described in the subject/course outline
- Maintain a good record of attendance, conduct and progress
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests, clashes with excursions and other issues pertaining to assessment

3. Staff responsibilities

- Develop a teaching/learning program that fulfils the current requirements of either the Curriculum Framework or Curriculum Council of Western Australia
- Provide students with a copy of the College Assessment Policy and course outline, including an assessment plan showing details of assessment tasks and due dates, and where appropriate, a copy of the latest version of the published course and assessment requirements
- Ensure that any change to the assessment program is communicated to students in good time
- Ensure that assessments are valid, educative, explicit, fair and comprehensive
- Maintain accurate records of student achievement and assessment
- Initiate contact with parents guardians when a student fails an assessment or achieves at a level below the expected range
- Meet school and external timeframes for assessment and reporting

4. Tests and other scheduled in-class assessment tasks

- A student absent from a test may not be given a further opportunity to take the test, until a satisfactory explanation is received. The student must submit to the teacher administering the test, an explanation in writing from the parents or guardian, as soon as possible, after returning to school. This is in addition to a note explaining the student's absence. If the absence is for medical reasons, a doctor's certificate should be provided
- If a student has a valid reason for missing a test, then that test or an alternative may be given as a specially scheduled assessment task, without penalty, at a later date
- Students required to complete a test or in-class assessment task as a specially scheduled task will be required to do so after school. These sessions will be coordinated by the appropriate Head of Learning Area
- If a student is regularly absent on test days, the Head of Learning Area may ask the student to produce a medical certificate to substantiate their illness. In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task a mark of 0 or an 'E' grade will be awarded
- If a student has an excursion or known absence on the day that an assignment is due, they must make arrangements for the assignment to be submitted prior to the due date. Normal penalties will apply if students fail to submit an assignment on an excursion day

5. Examinations

- Students who are absent for valid reasons during examinations must, if possible, sit their missed examination/s at an alternative time or times. These times will be within the examination period, as close as possible to the original time slot, and must be determined in conjunction with the Dean of Curriculum.
- Where missed examinations are not sat, then the examination paper should be completed later in the student's own time as an educational exercise and will not be used for assessment purposes.
- Where students do not sit an examination paper, a mark or grade will be estimated.
- The Dean of Curriculum should be notified if a student is unable to attend an examination. A verbal notification such as a phone call or an informal notification such as an email or a text, must be supported, as soon as is practical, by a formal letter addressed to the Dean of Curriculum, explaining the absence. A medical certificate must be provided to support a claim of illness.

6. Assignments or reports

- All assignments must be submitted by the due date. If an assignment is not submitted without an adequate explanation, then it will not be given a mark or grade until a satisfactory explanation is received. It is a student's responsibility to make every effort to submit assignments even if he/she is not at the College. If this is not possible, a written explanation must be provided, signed by a parent or guardian.
- Absence from school on the day or during the lesson when an assignment is due should not necessarily affect the submission of the assignment. If an assignment is due on the day of a College excursion, for instance, it should be submitted the day before or on the morning of the excursion, prior to the student leaving the College.
- Students who submit an assignment or report late without a satisfactory explanation will receive a penalty which will be decided by the classroom teacher in consultation with the relevant Head of Learning Area.

7. Cheating, collusion and plagiarism

- **Cheating** is where a student has engaged in a dishonest act to increase their mark. This typically occurs in tests and examinations.
- **Collusion** is when a student submits work that is not their own for assessment;
- **Plagiarism** is when a student uses someone else's words or ideas without acknowledging that they have done so. That is a work essentially copied.
- Students shown to have cheated, colluded or plagiarised in assessed work or in examinations will receive a mark of 0 or an 'E' grade.
- The College requires that the teacher is able to verify that a student's work is in fact his/her own. The teacher may refuse to use some work as evidence for assessment if he/she is not completely satisfied that it is the student's work. It is therefore recommended that a high proportion of work on tasks be completed at school under teacher supervision. A note from a parent is not sufficient evidence that the work is the student's.

8. Moderation

In cases where there is more than one class group of students undertaking a course, Heads of Learning Area must ensure that cross marking of assessment tasks is occurring to ensure internal compatibility. It is an expectation that the nature and the timing of assessment tasks be consistent.

9. Students with disabilities or specific learning difficulties

In consultation with the Academic Services Coordinator – Students and the Learning Enhancement Centre, Heads of Learning Area may modify assessment and examination requirements in accordance with the Curriculum Council guidelines, to enable a student with a permanent or temporary disability, or a student with specific learning difficulties to demonstrate achievement of course objectives.

10. Holidays during term

It is detrimental to a student's academic progress to miss school for any reason. Parents/guardians are asked to organise holidays during term breaks and holiday periods only.

Parents/guardians choosing to take students on holiday during scheduled school term time should be aware that the student will be disadvantaged and his/her grade may be adversely affected. The consequences vary according to the year level at which the student is studying.

Parents/guardians should be aware that there is a legal obligation under Section 23 of the School Education Act 1999 that requires a child to attend school on all designated contact days. It is incorrect for parents/guardians to believe that they may allow a child to stay home from school without a reasonable cause, such as sickness.

The Law states: Under Western Australian law (School Education Act 1999), parents/guardians must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason

For students in Years 8 and 9, if the Principal is notified in writing of the holiday arrangements at least three weeks prior to the holiday, it may be possible, by negotiation with the Heads of Learning and the student's teachers, to arrange alternate times for submission of assessments or completion of tests. If a suitable alternate time is arranged, these assessments or tests can only be completed at the times negotiated with the Head of Learning. The final decision regarding the setting of an alternate time for assessments or tests rests with the respective Head of Learning in consultation with the Dean of Curriculum.

Any course work that the student completes during a holiday cannot be included in the student's final assessment for that semester. This work would be for revision purposes only.

If a student misses an examination whilst on holiday the student will receive a mark of zero or a 'E' grade for that examination.