



Lake Joondalup Baptist College

Senior Secondary (Year 10, 11 & 12) Assessment Policy

**Dean of Curriculum
February 2009**

1. Overview of Assessment

Assessment is an integral part of the learning and teaching program. It serves an important purpose of providing feedback to students to enable them to understand their level/degree of achievement. Feedback provides students with an indication of what might be required to move them to higher levels of achievement.

Assessment is also required in a more formal way to provide detailed information about student achievement to the Curriculum Council of Western Australia for certification purposes and to assist post-school providers in selecting students for entry to courses.

Assessment programs at Lake Joondalup Baptist College are designed carefully by teachers of courses to:

1. Comply with the requirements of the Curriculum Council
2. Provide students with full information about assessments including the nature, timing, provisions for failing to submit assessments, provisions for late submission, appeals processes, procedures for sickness and other misadventure, provisions for students with special needs
3. Provide meaningful and timely feedback to students

2. Assessment guidelines

Assessment procedures for senior secondary schooling, especially Year 11 and 12, are generally mandated by the Curriculum Council of Western Australia. Some Year 10 programs will be Courses of Study, but where the programs are school based, they will comply with the Curriculum Council Curriculum Framework or be designed with the Courses of Study as a framework. Aspects of assessment that are mandated by the Curriculum Council are:

- **The course syllabus** - a copy of this is made available to students at the commencement of the course/subject. Further copies are available upon request or can be downloaded from the Curriculum Council website <www.curriculum.wa.edu.au>. All Year 10, 11 and 12 classroom teachers are required by the College to provide the course syllabus or outline to students.
- **The assessment program for the course** - students are issued with a copy of the school assessment policy as well as the assessment types/tasks and the outcomes covered (Scheme of Assessment), and the broad and sometimes specific timing of assessments. This will conform to the official Scheme of Assessment shown for each specific course. All Year 10, 11 and 12 classroom teachers are required by the College to provide the course syllabus or outline to students.

These are minimum requirements for all Senior Secondary courses at the College.

For senior secondary studies, the Curriculum Council also requires the following results to be submitted for each course or subject.

Where grades 'A-E' are used the five grades can be described, in summary, in the following way:

- A Excellent Achievement
- B High Achievement
- C Satisfactory Achievement
- D Limited Achievement
- E Inadequate Achievement

Each course or subject description will have detailed grade descriptors, which will be outlined in the Course Syllabus or Outline and/or the Assessment Program provided by College teachers.

For new courses

- ***A grade from 'A-E' following a set of grade descriptors and a numerical score out of 100*** for each unit to be submitted for all Semester 1 units by 24 July, and Semester 2 units by 2 November for Year 12 and 9 December for Year 11. Semester units can be studied concurrently and then a grade and score out of 100 will be submitted for the whole year by 2 November for Year 12 and 9 December for Year 11.

For TEE-aligned courses

- ***A grade from 'A-E' following a set of grade descriptors and a numerical score out of 100*** for a pair of units undertaken concurrently.

For TEE subjects – E code (2009 will be the final year that these will be offered)

- ***A grade from 'A' to 'E'*** for the year long Year 11 and 12 subjects; results are to be submitted no later than 2 November for Year 12 and 9 December for Year 11.
- ***A numerical score out of 100*** for Year 12 subjects to be submitted no later than 2 November.

For Wholly School Assessed Subjects (WSA) – E code (2009 will be the final year that these will be offered)

- ***A grade from 'A' to 'E'***.

For Vocational Education and Training

- ***Completed Units of Competency*** by 2 November for Year 12 students and by 9 December for Year 11 students.

If a student, in any of the above courses or subjects, does not have the opportunity to complete the assessment and the reason for non-completion or non-submission is acceptable to the College, the teacher, in consultation with their Head of Learning and the Dean of Curriculum, will submit a notation of a 'U' (Unfinished) grade. This is acceptable if there is insufficient evidence to assign an 'A-E' grade and there is opportunity to assign an 'A-E' grade if more time is provided to complete assessment tasks (usually the next semester). A Year 12 student at the College in their final semester cannot be awarded a 'U' grade, unless they have already negotiated with the College to return for Year 13.

3. Changes to results

Schools are required to participate in formal Curriculum Council moderation processes which aim to establish comparability in grades across schools. Students need to recognise that grades allocated by the school after *each* semester unit and at the end of Year 11 may be subject to change as a result of these processes. Such changes are generally very limited. Students will be informed as soon as is practicable if such changes were to be made.

Grades allocated by the end of Year 12 are not subject to further change unless through an appeals process.

All results are therefore **provisional** only. The statistical moderation process (including those relating to small group moderation) will result in some modification to the school score. This may be an upward or downward movement. It is important that students realise that such adjustments will occur and that these are beyond the direct control of the school. These adjustments are made by the Curriculum Council during December and are reflected in the Statement of Results issued to students late in December.

4. Student responsibilities

Students are required to take responsibility for familiarising themselves with the school Assessment Policy. This means they will be aware of the proposed nature and timing of key assessments.

In addition, students must:

- complete all assessments required in each course/subject
- complete all work requirements in each course/subject
- ensure that they inform the school before anticipated absences or after any unforeseen absences, extension requests or any other issues relating to assessment (see details in Section 6 – *Absences, missed work and late submission*)
- remain enrolled in the course/subject until the end of the learning and teaching program as specified by the school
- maintain a folio of achievement evidence throughout the year and at least until February in the year after for Year 10 and 11

5. Changing a course

Students wishing to change from one course to another course need to negotiate this with the Academic Services Coordinator - Students. There are strict cut-off dates and procedures which must be followed, and all changes depend on availability of suitable alternate classes. Changes may be more available for semesterised unit courses than for year-long courses/subjects.

In terms of assessment for alternate courses/subjects chosen, the following protocols will apply:

- Students are required to complete all assessments in the new course/subject
- Depending on how many assessments have not been completed, the teacher will negotiate with the student regarding a program to catch up with missing assessments.
- The catch up assessments may be modified from those used with the rest of the class if the teacher feels the reliability and integrity of the assessments is compromised.
- Any assessments from the previous course/subject will be considered. Where there is sufficient similar evidence in these previous assessments that can be used to make judgements about achievement in the new course/subject, the teacher will advise the student accordingly and negotiate any additional assessment needed. For example, a change from Drama Studies to Drama might not involve a significant amount of additional catch up assessment. Conversely, a change from a Mathematics subject to History would require all missed assessments to be completed.
- Students changing from one school to another and undertaking the same subject will be provided with credit once the school has received results from the previous school.

For WACE/TEE courses students must complete a sufficient number of missed assessments to enable a numerical score and grade when final grades are due to the Curriculum Council. The number of missed assessments to be completed will be decided by the appropriate Head of Learning Area in discussion with the Dean of Curriculum.

If a student changes into a Year 10, 11 or 12 Wholly School Assessed subject, then all missed assessment tasks may need to be completed. Students should discuss this with the appropriate Head of Learning Area before making a subject change.

6. Absences, missed work and late submission

6.1. Guidelines

The school is bound by the following Curriculum Council assessment protocols:

- Completion of a course/subject requires completion of the assessment program in full.
- Students who do not satisfactorily complete the assessment requirements without an appropriate reason will be awarded a 'E' grade, and the unit will not count towards the achievement of a WACE until the assessment program is complete.
- Students who have not completed the assessment program and for whom an appropriate excuse has been accepted may be awarded a 'U' grade, as explained under Point 2 Assessment guidelines above, at the time when results are required by the Curriculum Council. This provides the student time to submit the required catch up assessments and receive a result for the course/subject.
- If results are required for University or TAFE entrance at the end of Year 12, results cannot be carried over and must be submitted by the due date.
- Where students are unable, through satisfactory and fully explained circumstances, to complete the assessment program, they will be provided with opportunities to complete the missed assessment(s) or some form of derived result. These circumstances must be negotiated with the Dean of Curriculum and be accepted before a revised assessment completion timetable is negotiated, or a derived result is agreed on by the teacher, the Head of Learning and the Dean of Curriculum.

6.2. Absences – In-class Assessments

- Where a student **knows in advance they will be absent** for a scheduled assessment task such as a test or examination, they must contact their teacher as well as the Academic Services Coordinator - Students. A letter from the parent or guardian is required to be provided to the teacher. Please note that verbal notification is not acceptable when a scheduled assessment task or test is involved.
- Where a student is **absent without prior knowledge**, the school should be telephoned on the day of absence with a request that the class teacher or Academic Services Coordinator – Students be informed. On the day of returning to school, the student must provide a letter from the parent or guardian, and a medical certificate from the attending medical practitioner if illness was involved.

In both of the above cases, the teacher will attempt to provide an alternate assessment which will be completed after school on a Tuesday under the supervision of the Academic Services Coordinator - Students (or other notified day at the discretion of the Academic Services Coordinator - Students). In some circumstances, the alternate assessment will need to be different from that provided to other students. If it is not possible to provide an alternate assessment (eg because the absence occurred late in the assessment cycle, the assessment involved a group performance which cannot be repeated etc), then the teacher will use one of the following strategies:

- use other evidence if it exists (eg assessment outcomes may be assessed numerous times and some former evidence may exist)
- allocate a notation of 'U' when results are submitted to the Curriculum Council (only during Year 10 and 11 and Semester 1 Year 12) and then provide alternate assessments to the student during the next semester so that the student can complete the unit/subject

- provide an 'inferred' or 'derived' result based on the student's rank order in the class and any other evidence (note: this method is normally only applied to examination or major test situations and only where there is absolutely no other means of administering an alternate assessment. This method is similar to the method used by the Curriculum Council when a student unavoidably misses a WACE/TEE)
- if a student is regularly unwell on test days, the Head of Learning Area may ask them 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:
 - For WACE courses/TEE subjects, a mark of zero will be given
 - For all subjects, a rating of an 'E' grade will be awarded

6.3. Failure to Submit Work Completed Outside School

Where the student is unable to provide acceptable supporting evidence for failure to submit work, the student will normally be given no credit for achievement. This means an 'E' grade and a zero mark will be awarded.

The student should negotiate with the teacher about the circumstances of the failure to submit work to establish whether there is an acceptable reason. Where an alternate assessment can be organised before the end of the course or unit, such arrangements may be made.

If a student has an excursion or known absence on the day 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.

In circumstances where students fail to submit work, parents will be informed within five school days.

6.4. Late Submission of Work Completed out of School

Students are made aware of the timeline for submission of assessed work. This is indicated in the assessment outline distributed to students either at the commencement of the year or the commencement of the semester unit. Teachers will provide advice if dates are changed.

Teachers will also scaffold work for students and, where possible, indicate key interim dates when elements of the assessment tasks must be submitted. By keeping students continually informed of their progress, students will be better placed to submit all work by the required date.

It is the responsibility of students to submit assessments on the required date.

Absence from school on the day, or during the lesson when an assignment is due, should not 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 that morning.

The submission of assessed work for WACE courses, TEE subjects or Wholly School Assessed subjects will result in a deduction of 10% for each day late (20% for weekends). Assessments will be awarded zero if they are more than two days late. Failure to submit assessments may result in a grade of 'U' (unfinished) being awarded at the end of a semester, but, as explained in point 2 Assessment Guidelines, this cannot go beyond the end of the respective semester in Year 10 and 11 and the end of Semester 1 in Year 12.

Students can apply to the class teacher for an extension. These will be given at the sole discretion of the teacher, in consultation with the Head of Learning, in advance in the case of illness, critical events or significant personal issues.

For WACE courses and TEE subjects where a student fails to submit work by the due date without an extension, and with no acceptable excuse, the work will not be accepted. This means that the student may jeopardise completion of the unit/course and may not receive a numerical score or grade. This may impact on the student's ability to receive a Western Australian Certificate of Education and receive an appropriate school score for the purposes of university entrance.

7. Holidays during term

It is detrimental to the academic progress of a student 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

Senior Secondary students should not take holidays during school term time.

Parents/Guardians choosing to take Senior Secondary students on holiday during scheduled school term time should be aware that the student will be disadvantaged and his/her grade will be adversely affected. Parents/Guardians choosing to arrange holidays in school term time therefore take full responsibility for the effect this will have on the student's final semester result.

Senior Secondary students will not be given alternate assessment or test times and will therefore receive a mark of zero and an 'E' grade for any assessment missed whilst on holiday. If a student misses an examination whilst on holiday the student will receive a mark of zero or an 'E' grade for that examination. This may impact on the student's ability to receive a Western Australian Certificate of Education and receive an appropriate school score for the purposes of university entrance.

8. 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 where a student submits work that is not their own for assessment and which may be **similar** or identical to that of others.

Plagiarism is where students copy large sections, or all of another person's work and/or ideas without acknowledgement. In most assessments, teachers will discourage more than a minimum level of other people's work, even if acknowledged.

Students found guilty of **cheating, colluding or plagiarising** in school assessments will either have their entire assessment disqualified or, if the teacher is able to isolate that part which has been advantaged through these acts, only that part (or marks) which can be clearly and solely related to the act will be deducted. Parents will be informed immediately if their child cheats, colludes or plagiarises.

9. Examinations

When attending examinations, students must adhere to the regulations pertaining to the examination. Regulations are issued with the examination timetable.

Attendance at semester and other major examinations is compulsory as these represent part of the assessment program. In exceptional circumstances, special arrangements can be made through the Academic Services Coordinator – Students only. Exceptional circumstances generally relate to health issues, emotional upheaval and temporary disability. Participating in family holidays will not be accepted as an exceptional circumstance (please see point 7 *Holidays during term* above).

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 must be completed later in the student's own time as an educational exercise and not for assessment purposes. In this case, any mark or grade will not be entered for the student.

Where students do not sit an examination paper, a score will be estimated and combined with the student's other results to form the basis of awarding a grade or a mark. An examination mark or grade will not appear on the student's report.

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.

Breach of examination rules

Similar provisions to those which apply in the WACE/TEE will be used at the College. These include:

- **Collusion between candidates** – this will result in cancellation of the paper of each person involved, together with an inspection of prior papers in any common examination or major test for further evidence of collusion.
- **Possession of unauthorised materials** in the examinations room – this will result in cancellation of the candidate's paper, where unauthorised materials are relevant to the subject being examined.
- **Markings on authorised materials** – this will result in cancellation of the whole or part of a candidate's paper where markings are relevant to the subject being examined.

10. Students with special needs

The key principle underpinning aspects of this assessment policy is that all students with special needs will be able to undertake assessments without disadvantage. The school uses the broad guidelines provided by the Curriculum Council to accommodate these students. It is absolutely essential that the student or parent informs the Dean of Curriculum or the Academic Services Coordinator - Students of any special needs before the commencement of the year. It is imperative that this

notification occurs either at the time of enrolment or as soon as the student or family are aware of the special need.

The broad provisions which apply are typically:

Short term needs – students with short term absences or injury will be provided with alternate opportunities to undertake tasks. In some cases where performances are involved and where an injury prevents the student from undertaking the tasks, alternate arrangements will be made.

Longer term needs – it is important for the parent to contact the school to discuss the particular needs of their child. Case management processes need to be put in place. The Curriculum Council needs to identify and review such processes before allowing any compensatory allowances which would apply to the WACE/TEE. For example, arrangements such as extra time to complete timed assessments, breaks during timed assessments, special examination materials (eg Braille materials, coloured copies of tests, scribes, use of a computer or recorded responses are recognised arrangements for specified conditions). The school will discuss the processes with the parent and advise of appropriate arrangements.

11. Reporting and Results

Reports will be issued on at least two occasions during the year.

The first Semester Report will provide details of the grade – 'A, B, C, D or E' - and a numerical score out of 100. For Senior Secondary students, where an examination has been held the report will also show an examination score out of 100.

At the end of Year 12, students will be informed of their final results for all courses no later than 2 November.

For Year 11 students, this information will be provided by 4 December.

12. Appeals against Assessment Procedures

In accordance with Curriculum Council procedures, students have the right to appeal against the result they have been awarded in all Year 10, 11 and Year 12 subjects/courses. Appeals can only be made if the student feels that the stated assessment procedures have not been applied in accordance with Curriculum Council requirements or not in accordance with the stated school assessment policy.

Students have no right of formal appeal against marking standards of teachers

If students feel they have a case for concern with their result, the following procedures should be applied:

1. In the first instance, the student should contact their subject teacher as soon as possible to address the matter.
2. If there is then no resolution, the parents and student should contact the Head of Learning to address the matter. Do this immediately after the contact with the teacher has not resolved the matter.
3. If the student and parents still feel the matter has not been resolved satisfactorily, then contact should be made with the Dean of Curriculum. The College will attempt to resolve the issue as a matter of urgency. If not resolved at this point, Year 10 appeals will then be passed on to the Principal in accordance with the College grievance procedure.
4. If the matter has not been resolved to the satisfaction of the student and parent after this process, the student has the right of appeal to the Curriculum Council. Year 11 appeals must be lodged with the Curriculum Council by 10 December and Year 12 appeals must be lodged by 16 November. Details of procedures can be obtained from the Dean of Curriculum.