



128

Policy Number

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

Title of Policy/Procedure	Senior Secondary Assessment Policy (Year 10, 11 and 12)
Endorsed by	College Principal JK-12
Responsibility	Dean of Studies
Reviewed date	January 2017
Next review date	January 2018
To whom issued	College staff and students

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

This policy is made available to all Senior Secondary students at Lake Joondalup Baptist College and is based on School Curriculum and Standards Authority requirements for assessment. The School Curriculum and Standards Authority can be found at www.scsa.wa.edu.au.

The document is also informed by the School Education Act 1999 which can be found at http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_878_homepage.html.

Overview of Assessment

Assessment is an integral part of the learning and teaching program. It serves an important purpose in providing feedback to students to enable them to understand their level or 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 School Curriculum and Standards Authority 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:

- comply with the requirements of the School Curriculum and Standards Authority
- 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 and provisions for students with special needs
- provide meaningful and timely feedback to students.

1. Assessment guidelines

Assessment procedures for senior secondary schooling, especially Year 11 and 12, are generally mandated by the School Curriculum and Standards Authority. Year 10 programs will comply with either the Australian Curriculum (English, Mathematics, Science, History and Geography) or the West Australian Curriculum Framework. Year 11 and 12 programs will be courses of study. Aspects of assessment that are mandated by the School Curriculum and Standards Authority are:

- **The Course syllabus** – a copy of this is made available online to students at the commencement of the Course or unit. Additional hard copies are available upon request. Further information may be downloaded from the School Curriculum and Standards Authority website at www.scsa.wa.edu.au. All Year 11 and 12 classroom teachers are required by the College to provide the Course syllabus or outline to students via the College Learning Management System.
- **The assessment outline 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, and the broad and sometimes specific timing of assessments. All Year 10, 11 and 12 classroom teachers are required by the College to provide an assessment outline to students within the first two weeks of the academic year through the College Learning Management System. Hard copies are available on request.

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

For Senior Secondary studies

Year 10 students are assessed against the requirements for the Australian Curriculum (Western Australian Curriculum and Assessment Outline).

Where grades 'A-E' are used in Year 10, the five grades can be described, in summary, in the following way in accordance with the Australian Curriculum requirements:

Letter grade	Achievement descriptor ¹
A Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B High	The student demonstrates high achievement of what is expected for this year level.
C Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D Limited	The student demonstrates limited achievement of what is expected for this year level.
E Very low	The student demonstrates very low achievement of what is expected for this year level.

In Western Australia, student achievement in the learning areas taught is reported on a five-point scale for all years from Pre-primary to Year 10. In Year 10 the above table of letter grades and achievement descriptors is used for describing achievement and for reporting purposes.

In Years 11 and 12 Students are assessed against the requirements for the WACE (Western Australian Certificate of Education).

The School Curriculum and Standards Authority requires the following results to be submitted for each course or school based subject.

Where grades 'A-E' are used in Year 11 and Year 12, 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 Western Australian Certificate of Education (WACE) Courses of Study

- **A grade from 'A-E' following a set of grade descriptors and a numerical score out of 100** for each unit is to be submitted for all Semester 1 units by late July and Semester 2 units by 1 November for Year 12 and 6 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 1 November for Year 12 and 6 December for Year 11.

For Vocational Education and Training

- **Completed Units of Competency** by 1 November for Year 12 students and 6 December for Year 11 students.

If a student in any of the above courses or school based 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 Area and the Dean of Studies, 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). This option is only available to Year 11 students at the College who intend to complete their WACE and Year 12 studies at the end of Semester 1 in their final year.

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.

2. Changes to results

Schools are required to participate in formal School Curriculum and Standards Authority 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 are to be made.

Grades allocated by the College at the end of Year 12 are not subject to further change unless through an appeals process. However, all results issued by the College at the end of Year 12 are **provisional** only, because they are subject to statistical moderation conducted by the School Curriculum and Standards Authority. 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 School Curriculum and Standards Authority during December and are reflected in the Statement of Results issued to students late in December.

3. 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 or subject
- complete all work requirements in each Course or subject
- attend all dedicated assessment periods
- 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 or 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 the year after for Year 10 and 11.

4. Changing a course

Students wishing to change from one course to another course need to negotiate this with the Dean of Studies, the Secondary Curriculum Manager or the Head of Careers. 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 semester based subjects, particularly in Year 10, than for concurrent year-long WACE courses or standalone VET Certificates.

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

- Students are required to complete all assessments in the new course or 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 are compromised.
- Any assessments from the previous course or school based subject will be considered. Where there is sufficient similar evidence in these previous assessments that can be used to make judgments about achievement in the new course or school based subject, the teacher will advise the student accordingly and negotiate any additional assessment needed. For example, a change from a Mathematics course to History would require all missed assessments to be completed. Conversely, a change from ATAR English to General English may involve a less significant amount of catch up assessment.
- 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 courses, students must complete a sufficient number of missed assessments to enable a numerical score and grade when final grades are due to the School Curriculum and Standards Authority. The number of missed assessments to be completed will be decided by the appropriate Head of Learning Area in discussion with the Dean of Studies.

If a student changes into a Year 10 school based 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.

Please note that all Year 11 and 12 courses are either WACE Courses of Study or accredited Training Certificates. Training Certificates offered at the College are endorsed by Registered Training Providers. All Courses of Study and Training Certificates offered as part of the Year 11 and Year 12 Curriculum suite contribute towards graduation and the West Australian Certificate of Education.

5. Absences, missed work and late submission

5.1 Guidelines

The school is bound by the following School Curriculum and Standards Authority assessment protocols:

- Completion of a course or subject requires completion of the assessment program in full. This includes all practical assessments and camps and excursions which are required by the School Curriculum and Standards Authority to complete the assessment program. Practical assessments, camps and/or excursions are required for particular courses such as Outdoor Education, Drama, Materials and Design, Visual Art and Geography.
- Students who do not satisfactorily complete the assessment requirements without an appropriate reason will be awarded an 'E' grade and a mark of zero and the unit will not count towards the achievement of a WACE until the assessment program is complete. If the deadline for submission of grades and marks to the School Curriculum and Standards Authority passes before the student completes an assessment program, the 'E' grade and the zero mark will stand.
- 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 1 - Assessment guidelines above, at the time when results are required by the School Curriculum and Standards Authority. This provides the student time to

submit the required catch up assessments and receive a result for the course or school based 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 Studies 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 Area and the Dean of Studies. However, if the deadline for submission of grades and marks to the School Curriculum and Standards Authority passes before the student completes the re-negotiated assessment program, the student will be awarded 'E' grade and a zero mark.

5.2 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 Dean of Studies or the Secondary Curriculum Manager. 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. This includes when a student is on a required camp or excursion as part of a course such as Outdoor Education and Geography, which are compulsory assessments in the particular course.
- 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 Head of Learning Area 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 Wednesday under the supervision of the Dean of Studies or the Secondary Curriculum Manager (or other notified day at the discretion of the Dean of Studies). 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 (e.g. 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 (e.g. assessment outcomes may be assessed numerous times and some former evidence may exist).
 - Allocate a notation of 'U' when results are submitted to the School Curriculum and Standards Authority (only during Year 11 and Semester 1 Year 12 as noted in Point 1 *Assessment guidelines* above) 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 School Curriculum and Standards Authority when a student unavoidably misses a WACE examination).
- If a student is regularly unwell on test days, the Head of Learning Area may ask them to provide a detailed explanation supported by their Parents/Guardians and to produce a medical certificate to substantiate their chronic illness.

- In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task:
 - For WACE courses, a mark of zero and a grade of 'E' will be awarded.
 - For all subjects, a rating of an 'E' grade will be awarded.

5.3 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/or 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. This includes when a student is absent on a required camp or excursion as part of a course, such as Outdoor Education and Geography, which are compulsory assessments in the particular course. 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 two school days of the deadline for the submission of the assessment.

5.4 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. This includes when a student is absent on a required camp or excursion as part of a course, such as Outdoor Education and Geography, which are compulsory assessments in the particular course.
- The late submission of assessed work for WACE courses 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 1 *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 Area, in advance in the case of illness, critical events or significant personal issues.
- For WACE courses 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 for a grade. This means that the student may jeopardise completion of the unit or 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 or TAFE entrance.
- Note: it is expected that a student will submit all assessments even if a mark of 0 has been awarded as students are expected to complete their course. It is also important that a student receives appropriate feedback on the content of the

assessment from the course teacher in order to afford sustained academic progress.

6. 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.

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 or her grade may be adversely affected. The consequences vary according to the year level at which the student is studying. 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.

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 College Principal JK-12 is provided with a genuine and acceptable reason.

Senior Secondary students will not be given alternate assessment or test times and will therefore receive a mark of zero and/or 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 and/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 or TAFE entrance.

7. Leave of absence during the school term (leave of absence excludes holidays during the school term)

Parents/Guardians must write to, or email the Head of House or the Dean of Studies three weeks in advance to request permission for their child to be absent from school for any reason other than immediate misadventure, injury, illness or a scheduled medical appointment. This includes leave of absence for extenuating family circumstances or if he or she is representing the state or nation at a sporting event.

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. A student who actively assists another student with an assignment by allowing that student to copy his or her work is also considered to be colluding and therefore in breach of the College Senior Secondary Assessment Policy. The same penalty will be applied to both parties. Students participating in group assignments are required to complete their section of the assessment as per the requirements of the task unless otherwise requested to do so by the class teacher.
- **Plagiarism** is where a student copies 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, collusion or plagiarism** 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. Students who receive a 0 grade because of cheating, collusion or plagiarism are still expected to resubmit an alternative assignment which constitutes their own work in order to meet the requirements for their particular course of study (Year 11 and Year 12) or their subject (Year 10).

9. Senior Secondary Dedicated Assessment periods

- In Year 11 and Year 12 all students will be expected to write scheduled in-class assessments during the dedicated assessment period run fortnightly at the College on a Wednesday afternoon.
- All students are expected to be at school for these assessment periods whether they have a scheduled assessment or not.
- Students are expected to bring work to complete or study if they are not sitting an assessment.
- All students will be assigned a class venue for the afternoon. Students will not be permitted to go to the library during this time.

10. College examinations

- When attending internal College examinations, students must adhere to the regulations pertaining to the examination. Regulations are issued with the examination timetable.
- Attendance at semester and other major internal examinations is compulsory as these represent part of the assessment program. In exceptional circumstances, special arrangements can be made through the Dean of Studies or the Secondary Curriculum Manager 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 6 *Holidays during term* above).
- Students who are absent for **valid** reasons during internal 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 Studies or the Secondary Curriculum Manager.
- 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, a 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 Studies or the Secondary Curriculum Manager 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 Studies or the Secondary Curriculum Manager, explaining the absence. A medical certificate must be provided to support a claim of illness.

11. Breach of examination rules

Similar provisions which apply in the WACE will be used at the school. 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 examination 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.

12. 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 School Curriculum and Standards Authority to accommodate these students. It is absolutely essential that the student or parent informs the Dean of Studies, the Secondary Curriculum Manager or the Curriculum Coordinator of any special needs before the commencement of the year. It is imperative that this notification occurs either on 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 School Curriculum and Standards Authority needs to identify and review such processes before allowing any compensatory measures which would apply to the WACE assessment. For example, arrangements such as extra time to complete timed assessments, breaks during timed assessments, special examination materials (e.g. 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 student and advise of appropriate arrangements.

13. 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. The report also contains a comment from the teacher for each course or subject.

The second Semester Report for Year 10 and Year 11 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. The report also contains a comment from the teacher for each course or subject. For Year 11 students, this information will be provided at the latest by 2 December in the form of a Year 11 Statement of Results. A full detailed School Report for Year 10 and 11 students will be mailed home by 15 December.

At the end of Year 12, students will be informed of their final school results (grade and mark) in a Statement of Results for all courses no later than 2 November.

14. Appeals against assessment procedures

In accordance with School Curriculum and Standards Authority procedures, students have the right to appeal against the result they have been awarded in all Year 11 and Year 12 courses. Appeals can only be made if the student feels that the stated assessment procedures have not been applied in accordance with School Curriculum and Standards Authority 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 are to be applied:

1. In the first instance, the student should contact their subject or course 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 Area to address the matter. Do this immediately after the contact with the teacher has failed to resolve the matter.
3. If the student and parents still feel the matter has not been resolved satisfactorily, then contact needs to be made with the Dean of Studies. The school will attempt to resolve the issue as a matter of urgency.
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 School Curriculum and Standards Authority. Year 11 appeals must be lodged with the School Curriculum and Standards Authority by 10 December and Year 12 appeals must be lodged by 8 November.

Year 10 appeals are internal and will be passed on to the College Principal JK-12 in accordance with the College grievance procedure.

Details of these procedures can be obtained from the Dean of Studies.