



Assessment Policy

1. Assessment is the purposeful, systematic and ongoing collection and analysis of information about students' demonstrations of learning outcomes. **Teachers use assessment information to facilitate better learning and to demonstrate progress and achievement.** Information collected will inform both student and teacher about achievement, will influence future learning directions, and will provide a reliable pool of information for reporting to others who have the need and right to know.

2. ASSESSMENT CALENDAR

An assessment calendar will be drawn up outlining student requirements for each full semester (two terms). This will be made available to students as early as possible in the Semester.

3. COVER SHEETS

The details of each assessment item will be given to students in the form of a cover sheet. Of particular importance are the criteria to be listed on the cover sheet which indicates the basis on which the student's work will be evaluated.

4. STUDENT PORTFOLIOS

Portfolios are collections of student work samples over time. These collections are snapshots of a learning journey. Each student will have a Portfolio, and it will be used to analyse student achievement, and indicate student progress over time. Portfolios can include representations of best work, in-process drafts, edits and final versions, work samples, written tests, photographs, checklists and self assessments.

Portfolios will be stored in places where students can access their work under supervision of a staff member. While some work samples are kept and travel with the student through year levels, selections of work from a current year may be bound and presented to students as a celebration of their learning for that year.

5. SUBMISSIONS OF ASSIGNMENTS

- a) The College's policy is that every student should have maximum opportunity with every assignment to improve their performance through multiple submissions up until the due date of the assignment.
- b) As a minimum, students are to be encouraged to submit at least one draft of each assignment at least one week before the due date. After this time teachers are not obligated to accept draft submissions.
- c) Teachers are required to return all draft copies to students within 48 hours of the draft being submitted to the teacher.
- d) Any evidence of plagiarism will incur a marking penalty.

6. DUE DATES AND EXTENSIONS

a) ASSIGNMENTS INCOMPLETE ON DUE DATE

Students who have not completed their assignment by the date due are expected to submit it on the due date in incomplete or draft form, or provide other evidence of work done. The assessment will be on the basis of the material submitted. Parents will also be informed of non-submission of assignments via a letter or telephone call by teachers. Standard form letter produced by the College will often be used for this purpose. A behavioural consequence will be given for not Respecting the commitment you made to a due date.

b) **ASSIGNMENT COMPLETED BUT NOT SUBMITTED ON DUE DATE**

Students who have completed or partially completed their assignment but are unable to submit it because of some genuine misfortune are expected to contact the teacher concerned to give them the explanation as early as possible on the day on which submission is due. Evidence that the assignment was completed should be provided as soon as possible (preferably in the form of a letter from the parents).

Students who have not submitted an assignment on the due date because of absence must submit it to the teacher concerned as soon as possible on the day on which they return to school, together with a note of explanation from the parent and/or medical certificate if applicable.

c) **EXTENSIONS**

Normally, extensions should be sought at least several days before the date of submission. Prolonged illness would be the most common reason for an extension, which should be requested in the form of a letter from the parents to the teacher. The Head of Faculty has the responsibility of deciding whether to grant the request and will consider both the circumstances and the amount of work completed.

The usual length of extension, if granted will be 2 or 3 days and the maximum extension allowable will be one week. Second extensions will be granted only in extreme circumstances and approval can only be given by the College Assessment Committee. (See below).

7. PLAGIARISM

Your work needs to be in your words. Do not copy and paste in other people's words as this is a type of stealing. If you need help in learning how to take notes, summarise or reference, see your teacher or librarian. If a teacher believes your work is a copy, you will only be assessed on your contribution. Save time and do it right the first time.

8. SPECIAL CONSIDERATION

An ongoing issue that is seriously affecting a student's ability to complete school and assessment work to the best of his/her ability should be brought to the attention of a Year Coordinator or Head of Teaching & Learning. The student may be eligible for Special Consideration. A policy and form are available for more information.

9. EXAM (including practical eg. oral assessment) ABSENCES

Where a student is absent for a test or an examination, the parent should contact the College on the day of the exam to advise that the student will be absent. On return to school, the student must bring a note/medical certificate explaining the absence. Students are to sit a missed exam on the first day they return to the College.

If due to work placement the student is unable to be present on the day of the exam, they will sit the exam on the first day back at school. Negotiations are to be made *if possible* with the employer to change work days.

10. GRIEVANCES

If you have a complaint about an assessment, first see your teacher. If your complaint is not resolved, see the Head of Faculty for that subject. If resolution is still not found, the complaint can be referred to the Head of Teaching and Learning who may initiate a review.