

Assessment is used to measure the learning outcomes of students during and at the completion of a course.

The College uses assessment to

- Monitor and report on the progress of students.
- Provide explicit feedback to students.
- Report student achievement to parents/guardians.
- Guide the selection of courses.
- Inform the planning and adjustment of programs.
- Provide accountability information to the school community and the Department.

The *Ellenbrook Secondary College Senior School Assessment Policy* has been developed to ensure that students receive a fair and just assessment in all courses undertaken. **All responsibility for understanding and adhering to the policy rests with the student.**

### 1. Reporting

Students will be kept informed of their progress through feedback from classroom teachers. The teacher will assess completed tasks and relay assessment information to the student promptly. Formal reports will be issued twice a year in Years 7 to 11. Year 12 students will receive one formal school report mid-year and a Statement of Results at the end of the year. Students and parents/guardians will be informed if there is concern about a student's progress.

### 2. Student Responsibilities

- Complete all course requirements by the due date.
- Maintain a good record of attendance, behaviour and progress.
- Initiate contact with teachers concerning absence from class, missed class work, missed assessments, extension requests and other issues pertaining to assessment.
- Negotiate with the class teacher to catch-up on any work missed through absence.
- Maintain a folio of evidence for each course studied and to make it available whenever required.

### 3. Staff Responsibilities

- Develop a teaching/learning program that enables students to demonstrate course outcomes.
- Provide students with a course outline/delivery plan and assessment outline at the commencement of the course.
- Ensure assessments are fair, valid and reliable.
- Provide prompt feedback to students to inform future learning.
- Maintain accurate records of student achievement and assessment.
- Meet College and external timeframes for assessment and reporting.
- Inform students and parents of academic progress as appropriate.

### 4. Cultural belief

If cultural beliefs prevent students from completing a set assessment task, this should be discussed with the classroom teacher. Where possible, the task will be modified or replaced to suit the particular circumstances. The student must address the relevant outcomes covered in the assessment task.

### 5. Students requiring special consideration

The College will ensure that students with special educational needs are catered for in an appropriate way in accordance with Department of Education and School Curriculum and Standards Authority (SCSA) guidelines. The special needs must be confirmed by a medical practitioner/registered health professional.

### 6. Attendance

#### **General**

Absence from school or class diminishes a student's ability to achieve to his or her potential. Extended absence often results in lower levels of achievement and course requirements not being met. Students in the severe attendance category (below 60%), will not be resultated for their courses. Students will be given every opportunity to meet the requirements of courses but this will only be effective if the student attends regularly and punctually.

#### **Vacation**

Students should not be taking any form of vacation during school term or examination periods. Work is not able to be prepared for vacation purposes, however, subject to teacher negotiation assessments may be submitted early or electronically on the due date. Any missed assessments, tests or exams will result in a zero mark.

#### **Sporting, cultural or social events**

Students who attend the above events during the scheduled written/practical examinations period will receive a zero mark for any examination missed. In these circumstances, provision cannot be made for students to sit their examinations at an alternative time.

#### **Prolonged absence**

Where a lengthy absence is expected for a medical condition (as covered by a doctor's letter) or for educational reasons (e.g. camp) the College should be contacted to see what arrangement can be made.

### Late enrolment or transfer of school

Students who have missed assessments because of late enrolment or transfer of schools will be assessed on work completed at this College. Credit for the completion of work in the same course will be given when the student and/or previous school supplies appropriate evidence.

### 7. Assessments

Absence from an in-class assessment or failure to submit an assessment by the due date is only acceptable as a result of sickness, misadventure, significant family events, cultural observances or state/national representation. The parent or guardian of the student must notify the College/teacher if possible in advance, but no later than the day of the assessment, that the student is unable to attend. The absence from the assessment must be explained by one of the following:

- Ill health or injury supported by medical certificate or similar evidence.
  - Misadventure – parent/ guardian to inform the school by phone, email or letter.
  - Significant family event or cultural observance – email or letter from a parent/guardian to be provided in advance.
  - Official documents verifying state or national representation.
- In all cases the College will decide if the reason(s) are acceptable.

Students will be expected to complete the assessment **on the day of their return**, unless a negotiated alternative arrangement is made with the classroom teacher. If a satisfactory explanation of the absence is accepted, then the student may be able to complete that assessment task or a similar task and gain credit (e.g. if appropriate supervision is guaranteed, permission may be negotiated to complete that task at an alternative venue.) Students may be required to complete assessments outside of scheduled class time, for example after school.

NOTE: If a student is LATE for a scheduled assessment, without an acceptable reason and the teacher considers that sufficient time is available for the student to complete the assessment, they will sit the assessment in the remaining time. If the student is too late to sit the assessment, they will complete the assessment the next day and the appropriate penalty will apply.

If a student submits an assessment task after a due date, without an acceptable reason, the student will only receive a percentage of the marks achieved for that particular task. The reduction in marks will be applied according to the table below:

Number of Days Late	Percentage of Mark achieved
Next calendar day	90%
Two calendar days	80%
Three calendar days	70%
Four or more calendar days	60%

Late work can only be accepted where practicable for the teacher to meet deadlines for assessment and reporting purposes. Students who are found to be repeatedly submitting late assessments will be referred to the Head of Learning Area. Tasks must be handed directly to the teacher or submitted electronically to the teacher (email or Connect)

### 8. Workplace Learning

Where students are engaged in Workplace Learning students must attend the place of work regularly and punctually. Any absence must be explained to the school (see 7 above) and the employer. Where Workplace Learning is conducted as part of a WACE course the student is required to complete a mandatory amount of school/Registered Training Organisation workplace hours. If either component is not completed this will result in non-completion of the course or program.

If a student is unable to complete work placement for reasons beyond his/her control, the College must be notified immediately. If the assessor has sufficient evidence they will make a professional judgement of the grade to be awarded. If the assessor has insufficient evidence, where possible, an alternative placement or process will be sought, and/or an extension of the time requirement may be allowed to provide the student with the opportunity to complete the program.

### 9. Group work

Students working in a group will be assessed individually as detailed in the assessment task.

### 10. Suspension or class withdrawal

If a student is suspended or withdrawn from class, it is the student's responsibility to complete and submit relevant assessment tasks. Students under suspension are not permitted to enter the College grounds. Their work will need to be submitted using other means. When an assessment task occurs during a period of suspension or withdrawal, the College will determine the best course of action so as to not penalise the student's academic results. During a period of suspension, students must still attend all courses undertaken with a Registered Training Organisation.

## **11. Cheating, collusion, plagiarism and deception**

Collusion is when a student submits work as his or her own which is the result, in whole or in part, of collaboration with another person or persons or who discusses the content of a test or examination where one or more students are yet to sit that test or examination. Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, the work is essentially copied from another student, the Internet, or some other source. Cheating may involve (but not limited to) the unauthorized use of electronic devices or unapproved written assistance.

A student or students shown to have cheated or been involved in collusion or plagiarism in assessed work or in tests or examinations will not have the work accepted as valid evidence of their achievement. The classroom teacher will decide whether a student will be required to resubmit work or whether a zero mark will be recorded. Student/s and parent/s will be notified of the penalty by the classroom teacher.

## **12. Appeals and review**

This includes, but is not limited to, class work, assessments, tests and examinations.

### **Stages:**

- A student should seek to resolve the issue with the teacher concerned.
- If the issue remains unresolved, the Head of Learning Area/Deputy Principal will discuss the issue with the parent/guardian and may conduct a review and make a determination.
- Following this determination, a student may elect to undertake another assessment with the same outcomes, but not the same assignment.
- Where a student elects to undertake another assessment, the submission of this assignment cancels the original assignment.
- If the student continues to be dissatisfied with the outcome of the second submission, the Head of Learning Area/Deputy Principal may refer the matter to the Principal, Registered Training Organisation or nominee, who will make a final determination in the matter.

**Appeals and review (external)** If a student is still dissatisfied with the outcome of their appeal after the School's review process has been exhausted, then in some circumstances they may be able to refer the matter to SCSA or the appropriate Registered Training Organisation. Students are encouraged to visit the SCSA website to check review deadlines and requirements for appeals: <http://www.scsa.wa.edu.au/> or the appropriate Registered Training Organisation's website.

## **SENIOR SCHOOL: Western Australian Certificate of Education (WACE) Courses**

### **Assessment information to students**

An assessment outline will be issued to each student by all Learning Areas at the commencement of every course  
The assessment outline will clearly state the

- Types of assessment
- Frequency and timing of assessment
- Weightings to be applied to the various forms of assessment used

At the end of a course, aggregate marks are used to produce a rank order of student achievement. Grade descriptors are then used to determine a grade (A-E). Grades describe the overall achievement of a student in the unit as:

**A - Excellent Achievement**  
**D - Limited Achievement**

**B - High Achievement**  
**E - Unsatisfactory Achievement**

**C - Satisfactory Achievement**  
**U – Requirements not completed**

**In both Years 11 and 12, students studying ATAR, General or Foundation courses** will receive an aggregate school mark out of 100 for each course. For courses with practical (performance or production) components, a mark out of 100 may be required for each of these components.

It is important that students understand the assessment structure of the particular course they are studying, to establish how marks are allocated and how the final grades are awarded. (Refer to the assessment structure for each course.)

### **Changing course**

Generally, it is not advisable for students to change courses once the program has commenced, as to do so places a student at risk of not completing requirements. The College will only consider changes in exceptional circumstances and the student would usually need to complete any missed work from the new program. A modified program may be negotiated in exceptional circumstances. No changes (under any circumstances) will be accepted after the SCSA change deadline dates.

Where a student changes school during a school year, credit for the completion of work in the same course will be given when the student and/or previous school supplies appropriate evidence.

### **School Curriculum and Standards Authority (SCSA) Endorsed Programs**

Students who are completing SCSA endorsed programs are assessed differently. The types of assessments, the manner in which students are assessed and their assessment rating all depend on the type of Endorsed Program they are undertaking. Hence, any penalties that apply to late and missed assessments are different from SCSA- developed courses and students will be advised of this. Where appropriate, students are expected to adhere to any requirements for practical assessments (see 9 above). Students are also expected to contact the College for any reason where assessments will be missed.