

## **Dalyellup College Assessment Policy**

### **1. Overview**

Assessment assists teachers and colleges in:

- monitoring the progress of students and diagnosing learning difficulties
- providing feedback to students
- adjusting programs
- developing subsequent learning programs
- reporting student achievement to parents
- whole-college and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

Further information can be found in:

Appendix A: Examination Procedures

### **2. Assessment guidelines**

Senior secondary college assessment has mandatory guidelines set by the Curriculum Council within each syllabus document. Each unit/course outline (including task deadlines) and assessment outline must be provided to students at the start of the learning program (by the end of week 1 of the subject course).

Such outlines must clearly state the mode of delivery of the course and the way final grades are to be determined. Acceptable modes of delivery are:

<b>Option</b>	<b>Delivery Method</b>	<b>Separate Assessment</b>	<b>Combined Assessment</b>
<b>Sequential</b>	Units are delivered and completed in sequence with the second unit following the completion of the first.	Separate results will be provided to the Curriculum Council following the conclusion of each unit. Each unit will have its own assessment outline and tasks will assess each unit separately	Units are assessed at the same time using a single shared assessment outline that contains tasks assessing both units. A single result will be determined and will apply to both units.
<b>Concurrent</b>	Units are delivered at the same time.		

### **3. Student responsibilities**

It is the responsibility of the student to:

- complete all assessment tasks by the due date
- maintain an assessment file for each unit (or pair of units) studied and to make it available whenever required
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result for the unit or pair of units)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

### **4. Staff responsibilities**

It is the responsibility of the teaching staff to:

- develop a teaching/learning program that meets WACE syllabus requirements for the course/stage
- provide students with a course unit outline and assessment outline at the start of the course
- ensure that assessment tasks are fair, valid and reliable
- provide students with timely assessment feedback and guidance
- maintain accurate records of student achievement and assessment, preferably using the SIS Courses of Study Module
- meet college and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate.

## **5. Information provided to students**

At the start of each unit (or pair of units) the teacher will provide a printed copy of the following to each student:

- the syllabus for the course/stage
- a course unit outline that includes the following information:
  - the content
  - the sequence in which the content will be taught
  - the approximate time to teach each section of the unit (or pair of units).
- an assessment outline that includes the following information:
  - the assessment types
  - the weighting for each assessment type
  - the weighting for each assessment task
  - a general description of each assessment task
  - a general indication of the content covered by each assessment task
  - an indication of the outcomes covered by each assessment task
  - the approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the due dates for significant stages of each extended task).

In each unit (or pair of units) a number of assessment tasks occur during the semester/year (including, end of semester exams in all Stage 2 and 3 courses and most Stage 1 courses—see Appendix A for details). Some tasks are completed in-class and others are completed out-of-class. Each task provides evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks when assigning a grade at the completion of the unit or pair of units.

During every unit (or pair of units), the requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Wherever appropriate, the criteria against which the task will be marked will also be provided.

## **6. Modification of assessment outline**

When a student's specific education needs do not allow them to complete a particular assessment task, the teacher may modify the task in consultation with the head of learning area/teacher-in-charge. An individual education plan will be developed showing any modifications to the assessment outline for the unit or pair of units.

When a student's cultural beliefs do not enable them to complete a particular assessment task, the teacher may modify this task in consultation with the head of learning area/teacher-in-charge. An individual education plan will be developed showing any modifications to the assessment outline for the unit or pair of units.

When a student's personal circumstances limit his/her capacity to complete a particular assessment task, the teacher, in consultation with the student and others involved, may negotiate a variation to the submission date. The teacher will consider fairness for all students when making decisions about adjusting timelines for a particular student.

If circumstances change during the teaching of a unit (or pair of units), requiring the teacher to make adjustments to scheduled assessment tasks then an updated copy of the assessment outline will be provided to students clearly indicating the changes.

## **7. Completion of a course unit**

A grade is assigned for each unit (or pair of units) completed (unless for reasons acceptable to the college the student is not able to complete the college's structured education and assessment program within the given timeframe).

Students are required to:

- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks for marking on or before the due date.

If an assessment task cannot be submitted directly to the teacher it is to be submitted to the head of learning area/teacher-in-charge who will provide a 'Submission of assessment task' slip.

Unless there is a reason that is acceptable to the college (see Section 8 for details) failure to attend a scheduled in-class assessment task or submit on time an out-of-class assessment task may result in the student either:

- receiving a lower grade than expected at the end of the unit or pair of units (if the reason for non-completion/submission is not acceptable to the college), **or**
- receiving a 'U' (Unfinished) notation instead of a grade (if the reason for non-completion/submission is acceptable to the college and the student can complete other work in the future to allow the college to assign a grade).

[Note: A 'U' notation can be converted to a grade]

For an out-of-class assessment task, where the student **does not** provide a reason which is acceptable to the college, the following penalties apply:

- 10% reduction in the mark (if submitted one college day late), **or**
- 50% reduction in the mark (if submitted two college days late), **or**
- a mark of zero (if submitted more than two college days late or not submitted).

Where a student is likely to experience difficulty meeting a deadline they must discuss the matter with the teacher at the earliest opportunity before the due date.

For a missed in-class assessment task, where the student **does not** provide a reason which is acceptable to the college, the student will receive a mark of zero.

If a student **does not** submit an assessment task or attend a scheduled in-class assessment task, the teacher will contact the parent/guardian to discuss the risk of the student not completing the unit (or pair of units) and to negotiate a solution.

### **Late submission of items**

If a student fails to submit an item at the agreed date the following will take place

- The teacher notifies the student that they have not submitted the work and that suitable penalties may apply
- The teacher notifies the parent/caregiver of the student of the failure to submit either by phone or in writing using a standard college pro forma. If in writing this must be done on the day that the failure occurred.

### **8. Acceptable reasons for non-completion or non-submission**

The penalty for non-completion or non-submission will be waived if the student provides a reason which is acceptable to the college. For example:

- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task is scheduled.
- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission.

In such cases the parent/guardian must:

- contact the college before 9.30am on the day **and**
- provide either a medical certificate ( for sickness, injury) or a letter of explanation immediately the student returns.

Where the student provides a reason which is acceptable to the college for the non-completion or non-submission of an assessment task the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- re-weight the student's marks for other tasks (if, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to enable a grade to be assigned), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- statistically estimate the student's mark for the assessment task on the basis of their marks in similar tasks.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test, preparation for the college ball). Family holidays during the term are not considered a valid reason for non-completion or non-submission of an assessment task. In exceptional circumstances, the parent/guardian may negotiate with the Year 11 or 12 year co-ordinator or deputy, the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any modifications to the assessment outline for each unit or pair of units.

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the college examination timetable, students will be advised by the head of learning area/teacher-in-charge of modifications to the task requirements and/or the assessment outline, including the due date.

### **9. Changing a subject/course**

Generally, it is not possible to change after the first month of Term 1, as to do so would place a student at risk of not completing requirements of the unit/course. The college will only consider changes in exceptional circumstances. All

changes must have parental approval and changes must be negotiated through the deputy principal and in consultation with the teacher of the new course and the appropriate head of department or teacher-in-charge.

The deadlines for course/unit changes are:

- Friday of Week 4 of Term 1 for all Semester 1 units
- Friday of Week 2 of Term 3 for all Semester 2 units.

When a student transfers to a different unit in the same course, or a unit in a similar course, the marks from any assessment tasks that assess the syllabus will, wherever possible, be used. These marks may need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and the modifications to the assessment outline. The plan will be discussed with the parent/guardian and provided to the student.

### **10. Transfer from another school**

It is the responsibility of any student who transfers into a class from the same course at another school, to provide the college with the details of all completed assessment tasks. The deputy principal will contact the previous school to determine:

- the part of the syllabus that has been completed
- the assessment tasks which have been completed
- the marks awarded for these tasks.

The head of learning area/teacher-in-charge will:

- determine how the marks from assessment tasks at the previous school will be used  
[Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at Dalryellup College]
- determine the additional work, if any, to be completed
- determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and the modifications to the assessment outline. The plan will be discussed with the parent/guardian and provided to the student.

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

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the head of learning area/teacher-in-charge. As part of this process, the student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that it has been copied or plagiarised.

The parent/guardian will be informed of the penalty and any further disciplinary action.

### **12. Moderation**

Each unit/course will be subject to moderation procedures as follows

- Each unit/course will have a single teacher nominated to be the assessment coordinator for that course. This person will develop the assessment outline and schedule for the unit/course in collaboration with all other teachers teaching that unit/course.

- If more than one class is doing the same unit/course then all classes must use the same assessment program, do identical assessment tasks and administer them at a time that ensures the minimum opportunity for students to collude.
- The setter of each assessment task is responsible for developing a common marking key that is used by all classes and that teachers consider cross marking of tasks to aid comparability. Examinations are to be marked on a shared basis, not just by a single marker.
- Any Year 12 class with fewer than six students enrolled must join in a small group moderation partnership. Even when the projected number of students is six or more, it is highly recommended that the school also engages in such a partnership.
- The college commits to teacher participation in any district organised moderation exercises where it is physically possible to do so.
- The college commits to enabling all teachers of a unit/subject to participate in any Curriculum Council mandated consensus moderation process.
- Each teacher of a unit/course is required to store all student work related to assessment tasks in a central location to facilitate moderation processes until all marks/grades are finalised. A portfolio would be a suitable storage mechanism.

Where there is more than one class studying the same unit at the college, most or all of the assessment tasks will be the same. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task.

Discussion of the questions will be treated as cheating and the students will be penalised.

Where the college uses the same assessment task or exam as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

### **13. Examinations (see Appendix A)**

When attending examinations, students must adhere to the rules for that examination.

Details of examination rules can be found in Appendix A.  
Infringement of rules could result in a penalty.

### ***Attendance***

Students must attend scheduled examinations. In exceptional circumstances, alternative arrangements may be negotiated through the principal and/or Curriculum Council before the examination date. Participating in family holidays will not be accepted as an exceptional circumstance.

### **14. Reporting**

Students will be kept informed of their progress throughout their course.

Teachers will assess completed tasks and provide prompt assessment feedback to the student.

Parents will be regularly informed about a student's progress. Students and parents/guardians will be informed when it is identified that there is a risk of the student not:

- achieving their potential
- completing the subject/course requirements and receiving a U
- meeting WACE requirements.

Dalyellup College reports student achievement at the end of Semester 1 and at the end of Semester 2. The report provides a comment by the teacher for each unit (or pair of units) and the following information:

- a grade for the unit/s<sup>1</sup>
- a mark for the unit/s<sup>1</sup> (the weighted total mark for all assessment tasks in the unit/s, including the college exam/s)
- a mark in the Semester exam.

<sup>1</sup> In some Semester 1 course units, the mark and grade will not be finalised until after the Semester 2 exam (as this exam covers both units). In this case, an estimated mark and grade are reported at the end of Semester 1.

At the end of the year, students will be provided with a Dalyellup College statement which lists the grade for each unit (or pair of units), and where required, the college mark, which was submitted to the Curriculum Council.

All grades on Semester 1 and 2 reports are subject to Curriculum Council approval at the end of the year. The student (and parent/guardian) will be notified of any changes that result from the Curriculum Council's review of the student results submitted by Dalzell College.

For all Year 12 students, for each Stage 2 and 3 course unit, a statistically adjusted college mark is reported by the Curriculum Council on the student's Statement of Results. Details of the process that the Council uses to adjust the marks submitted by the college are available on the Council website at

[http://www.curriculum.wa.edu.au/internet/Senior\\_Secondary/WACE\\_Examinations/Your\\_Marks](http://www.curriculum.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks).

Information about calculating the ATAR for university entry is available on the TISC website at

[www.tisc.edu.au](http://www.tisc.edu.au).

### **15. Appeals Against Assessments**

It is the right of any student to appeal against the assessment of work if they feel there has been a breach in the assessment process.

#### **Breach of Process**

In the event that a student believes that a mark/grade has been determined in a manner that contravenes the stated assessment policy of the college or the policy and procedures outlined in the unit/course assessment documents, they may appeal against the mark/grade. The process to be used is as follows:

Appeal against a particular assessment item	Appeal against a final mark/grade
<ol style="list-style-type: none"> <li>1. The student discusses with their teacher the concern regarding the assessment process.</li> <li>2. If a resolution cannot be made, the matter is referred to the TIC/HOLA.</li> <li>3. If no agreement is reached, the principal (or their nominee) may need to be involved.</li> <li>4. No appeal will be considered at the conclusion of a unit/course unless there has been a breach in the process of compiling the final mark.</li> </ol>	<ol style="list-style-type: none"> <li>1. The student appeals in writing to the deputy principal in charge of the year group stating the grounds for the appeal.</li> <li>2. The deputy principal determines whether the grounds are acceptable, i.e. whether the matter deserves further consideration. If it is deemed unacceptable, the student may appeal directly to the Curriculum Council.</li> <li>3. If the appeal is based on acceptable grounds the matter is referred to the TIC/HOLA who will review the way the mark/grade has been determined and determine a mark/grade (it may be the same as originally determined).</li> <li>4. If the student is still not satisfied they may appeal directly to the principal who shall convene a panel to adjudicate on the matter. The panel will consist of the principal, a deputy principal, a subject specialist and a School Council representative. The panel will decide on a final mark/grade.</li> <li>5. If the student is still not satisfied, they may appeal the case to the Curriculum Council for formal adjudication.</li> </ol>

## Appendix A

### **Examination Procedures**

All students in all courses will do examinations in the subject being delivered during examination periods as set down by the college. During this examination period all senior school students will be exempt from attending normal classes for the duration of the period.

Students who plan work placement/experience during the period must inform their employer of their absence from the workplace to attend examinations at college. Such placements cannot be used to avoid examination responsibilities.

Each student will be advised in writing at least 2 weeks in advance of the examination schedule which will specify the course being examined, the length of the exam, the time of commencement of the exam and the venue.

Examination results will be used in each course to help determine the final mark and grade for the course and must fit within course assessment details as specified in Curriculum Council documentation.

### **Illness or Disability**

Students who are unable to attend an exam due to illness must notify the college by phone of their inability to attend prior to the exam commencing and the reason for their non-attendance. This phone call must then be supported by a medical certificate to cover the period missed which must be presented to the deputy principal responsible for the year group as per section 8 of the Assessment Policy. The deputy will then negotiate alternative times for the student to complete examination commitments or alternative assessments as per section 8. Failure to comply with these requirements will result in the student being awarded a mark of zero for the exam(s) concerned.

Students with disabilities that may affect exam performance are required to make application through the college to the Curriculum Council for special consideration in varying the exam conditions. Once the college has received confirmation of these special conditions, the student will receive whatever support is specified by the Curriculum Council for all assessment items for the remainder of the course(s) and the time for which the disability applies.

Teachers must at all times ensure that assessment items do not adversely affect at student on cultural or religious grounds. In setting examinations, the teacher must take into account the needs of the target group in such matters.

Family holidays do not constitute a valid reason for missing examinations and as such any student missing an exam for this reason should expect to receive a mark of zero.

### **Student Conduct at Examinations.**

The following conditions apply for all examinations.

1. Students are only required to attend college for the time of an exam. They must wear college uniform to exams and may be barred from entry if not complying with this rule.
2. Any student who is at college for a full day may use the library for private study purposes if not in an exam.
3. Students will be given an exam timetable and it is their responsibility to attend for exams in their courses at the correct time.
4. Students should arrive at the exam venue at least 10 minutes prior to the commencement of the exam.
5. It is the student's responsibility to ensure that they have all the equipment necessary to complete each exam. The college will not in general be able to provide equipment for students.
6. Once in the exam room all students are required to observe silence.
7. No mobile phones or other electronic equipment are allowed in the exam room unless specified by the exam itself. All mobile phones are to be handed to the supervisor prior to commencing the exam. If this is not done and a student is found in possession of a phone, they may be liable to be removed from the exam room and awarded a mark of zero for the exam.
8. No unauthorised materials may be taken into the exam room. If unsure hand all personal items to the supervisor prior to commencement. If found in possession of unauthorised materials you may be removed from the exam room and awarded a mark of zero for the exam.
9. No communication is allowed between students for the entire period of the exam. Failure to comply may mean removal from the room and a mark of zero being awarded for the exam.
10. Any attempt to cheat during an exam will result in the paper being cancelled, removal from the room and a mark of zero being awarded for the exam.

11. All students must remain in the exam room until the completion of the exam and must obey the instructions of the supervisor at all times.
12. If you are ill on the day of an exam, ring the college immediately and then arrange a doctor's appointment to get a medical certificate that must be handed to the deputy principal in charge when you next attend college. This deputy will arrange alternative times for you to do the exam(s).
13. Please leave the college grounds quietly and quickly after the completion of an exam or move to the library to do private study. It is your responsibility to arrange transport home.