

# Assessments in Years 7,8,9 and 10

Assessment in Year 9 and 10 is ongoing. Depending on the nature of the subject, assessment activities may include major assignments, minor assignments, homework, tests, oral presentations, group work, practical skills, reports and so on. While teachers are conscious of providing a wide range of assessment types which encompass a number of different learning styles, there may be a bias within the subject areas, depending on the type of material which is covered. For example Mathematics may have more tests, while Physical Education focuses more on the practical skills and teamwork.

Exams occur in Semester 1 and Semester 2

## CONTENTS:

- 1.0 Absences, Missed Work and Late Submissions
- 2.0 Cheating, Collusion and Plagiarism
- 4.0 Examinations
- 5.0 Students with Special Needs
- 6.0 Reporting and Results

## 1.0 ABSENCES: IN-CLASS ASSESSMENTS

- Where a student knows in advance they will be absent for a scheduled assessment task such as a test or an in-class assessment, they must contact their teacher. However where a student knows in advance they will be absent for a semester exam, the Head of Senior School must be contacted.
- Where a student is absent without prior knowledge, please email [absences@mackillop.wa.edu.au](mailto:absences@mackillop.wa.edu.au) before 10am on the day of absence - please cc the Head of Senior School and the class teacher, or request that they are also informed in your email.

## ABSENCE FROM ASSESSMENTS, INCLUDING TESTS OR EXAMINATIONS

- If a student is absent from an in-class assessment or submits an assessment late due to a legitimate or approved reason such as: illness, family bereavement, state or national representation, they will not be penalised.

**NOTE:** Absence for holidays during term time (or non-College entry of a competition such as an eisteddfod or a sports competition) is not considered a legitimate reason. The course teacher is required to inform the Head of Senior School of all students who are absent from class, for whatever reason, on the day of an assessment or if an assessment is due to be submitted. Students who are absent, without a legitimate reason, will receive a mark of zero.

- In the case of a legitimate or approved absence, the teacher will attempt to provide an alternate assessment at a time negotiated with the student. 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. outcomes may be assessed numerous times and some former evidence may exist);
  - Provide an 'inferred' or 'derived' result based on the student's rank order in the class and any other evidence, to provide information (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 Schools Curriculum and Standards Authority (SCSA) when a student unavoidably misses a WACE Exam).

## FAILURE TO SUBMIT WORK COMPLETED OUTSIDE SCHOOL

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 topic, such arrangements may be made.

In circumstances where students fail to submit work, parents will be informed.

## 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 course outline distributed to students, either at the commencement of the year or the commencement of the topics. Teachers will provide advice to students if dates are changed.

If a student is absent on the day that work is due, it is then the student's responsibility in the case of an assignment to submit it to the course teacher immediately after their return to the College. Unless there are exceptional circumstances, the penalty that will apply is a 20% deduction from the total assignment mark each day that it is late, for a maximum of 5 days. Thereafter a student will receive a zero grade. Students must complete the assessment program by still submitting the late work. (Note: A weekend is made up of three days if an assignment which is due on Friday is not handed in until the Monday).

**AN EXAMPLE:-** If a student hands in a research assignment one day late, for which he/she received a mark of 13/20, then 4 marks (20% of 20 marks = 4 marks) are taken off for each day that it is late, so a final mark of 9/20 is given for the research assignment.

## EXTENSIONS

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

Application for an extension for submission of an assignment must be made well before the due date.

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



## 2.0 CHEATING, COLLUSION & 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 ideas etc. 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 such actions by their child occur.

Students found guilty of cheating, colluding or plagiarising in school assessments will be ineligible to receive either the Course award (for the subject in which the transgression occurred) or the College Academic Excellence award.

## 3.0 EXAMINATIONS

Year 10 students write exams at the end of each semester.

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

Students are not permitted to enter the examination after the duration of one hour. Students are not permitted to leave the examination before the allocated time.

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 principal only. Exceptional circumstances generally relate to health issues and temporary disability, family bereavement or state or national representation. Participating in family holidays or the entering of a competition will not be accepted as an exceptional circumstance.

### Breach of Examination Rules

Similar provisions which apply in the WACE Exams 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 Course 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 Course being examined.

## 4.0 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 College uses the broad guidelines provided by SCSA to accommodate these students. It is absolutely essential that the student or parent informs the principal of any special needs before the commencement of the year. 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.

## 5.0 REPORTING AND RESULTS

An Interim Report will be issued during First Term to indicate how each student is settling in to the new year. This is followed by an opportunity for Parent/Teacher/Student meetings to discuss progress.

Formal reports will be issued on two occasions during the year: a First Semester Report and a Second Semester Report.

Semester reports will indicate a class grade, which is relative to the streamed level of that class, as well as the following Performance Indicators:

- Works cooperatively with others. Shows respect for others.
- Demonstrates safe and responsible behaviour.
- Organises time and resources well. - Meets deadlines.
- Works independently.

Semester Reports will also include a 'Student Achievement of Expected Year Level Standard' grade, which is relative to students across the state. These Grade Descriptors are as follows:

- 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.

The Homeroom teacher will also provide a comment on Semester Reports.

# Assessments in Year 11 and 12

The following policies regarding assessment and grading have been adopted in order to ensure fairness and justice to all students in Years 11 and 12 at St Mary MacKillop College.

## CONTENTS:

- 1.0 Overview of Assessment
- 2.0 Assessment Guidelines
- 3.0 Changes to Results
- 4.0 Student Responsibilities
- 5.0 Changing a Course

- 6.0 Absences, Missed Work and Late Submissions
- 7.0 Cheating, Collusion and Plagiarism
- 8.0 Examinations
- 9.0 Students with Special Needs
- 10.0 Reporting and Results

## 1.0 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 Schools Curriculum and Standards Authority (SCSA) for certification purposes and to assist post-school providers in selecting students for entry to Courses.

Assessment programs at St Mary MacKillop College are designed carefully by teachers of Courses to:

1. Comply with the requirements of SCSA;
2. Provide students with 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.

## 2.0 ST MARY MACKILLOP COLLEGE GRADUATION

To achieve graduation from St Mary MacKillop College, students must:

- Achieve a pass in the Religion and Life Course (ATAR or General)
- Full completion and submission of ALL Course requirements - to an acceptable standard
- Full completion of Christian Service Learning Service Hours (Years 10-12)
- Maintain a high standard of attendance and
- Maintain the College's high standard of uniform/grooming.

Failure to meet the above criteria may render a student unable to achieve Graduation from the College.

Religion and Life is a compulsory course within all Catholic schools. Many of our students have used their

Religion and Life mark as one of the four courses contributing to their Australian Tertiary Admissions Rank (ATAR).

## 3.0 WA CERTIFICATE OF EDUCATION (WACE)

Assessment procedures for senior secondary schooling are generally mandated by SCSA. Aspects of assessment that are mandated by SCSA are:

The course syllabus - a copy of this is made available to students at the commencement of the course. Further copies are available upon request and it is also placed on SEQTA.

The assessment program for the course - students are issued with a copy of the College assessment policy as well as the assessment types/tasks and the outcomes covered (Scheme of Assessment), and the broad timing of assessments. This will conform to the official Scheme of Assessment shown for each specific course.

For senior secondary studies, SCSA also requires the following results to be submitted:

### FOR WEST AUSTRALIAN CERTIFICATE OF EDUCATION (WACE COURSES):

- **A grade from 'A' to 'E' for each Course unit in Year 11 and 12.**
- **A numerical score out of 100 for Year 12 courses**

### FOR VOCATIONAL EDUCATION AND TRAINING (VET):

- **Completed Units of Competency**

## 4.0 CHANGES TO RESULTS

Schools are required to participate in formal SCSA moderation processes which aim to establish comparability in grades across schools. Students need to recognise that grades allocated by the College 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 College 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 College. These adjustments are made by SCSA during December and are reflected in the Statement of Results issued to students late in December.



## 5.0 STUDENT RESPONSIBILITIES

Students are required to take responsibility for familiarising themselves with the College 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;
- Complete all work requirements in each Course;
- Ensure that they inform the College 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 until the end of the learning and teaching program as specified by the College; and
- Maintain a folio of achievement evidence throughout the year and until February of the following year for Year 11.

## 6.0 CHANGING A COURSE

Students wishing to change from one course to another need to negotiate this with the Head of Senior School. There are strict cut-off dates and procedures which must be followed and all changes depend on availability of suitable alternate classes.

In terms of assessment in the new course the student is now enrolling in, the following protocols will apply:

- The requirement to complete all assessments in the new course will remain;
- 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 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, the teacher will advise the student accordingly and negotiate any additional assessment needed. For example, a change from Drama ATAR to Drama General might not involve a significant amount of additional catch up assessment. Conversely, a change from a Mathematics course to History would require all missed assessments to be done.

Students changing from one school to another and undertaking the same course, will be provided with credit once the College has received results from the previous school.

## 7.0 ABSENCES, MISSED WORK & LATE SUBMISSION GUIDELINES

The College is bound by the following SCSA assessment protocols:

- Completion of a course requires completion of the assessment program in full;
- Students who do not satisfactorily complete the assessment requirements without an appropriate reason will be awarded an 'E' and the unit will not count towards the achievement of a WACE;
- Students who have not completed the assessment program and for whom extenuating circumstances exist, and have been accepted, may be awarded a 'U' at the time when results are required by SCSA. This provides the student with the opportunity to submit the required catch up assessments and receive a result for the course;
- Results are required for university or TAFE entrance at the end of Year 12, as such results cannot be carried over and must be submitted by the due date;
- Where students are unable, through satisfactory circumstances, to complete the assessment program, they will be provided with opportunities to complete the missed assessment(s) or some form of derived result.

### 7.1 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 Head of Senior School. A letter from the parent or guardian is required to be provided to the College.
- Where a student is absent without prior knowledge, please email [absences@mackillop.wa.edu.au](mailto:absences@mackillop.wa.edu.au) before 10am on the day of absence - please cc the Head of Senior School and the class teacher, or request that they are also informed in your email. On the day of returning to school, the student must provide a medical certificate if illness was involved"

### ABSENCE FROM ASSESSMENTS, INCLUDING TESTS OR EXAMINATIONS

- Students who have followed the appropriate procedures will not be penalised for the submission of late work. Absence from school assessments or late submission of assessments tasks due to legitimate, serious reasons such as illness, or family bereavement, must be explained in writing by parents/guardians.

**Note: Absence for holidays during term time is not considered a legitimate reason.** The course teacher is required to inform the Head of Senior School of all students who are absent from class, for whatever reason, on the day of an assessment or if an assessment is due to be submitted. Students who are absent, without a legitimate reason will receive a mark of zero.

# Assessments in Year 11 and 12

- If a student is absent due to illness when an in-class assessment (e.g. test or in-class essay, or submission date for major assessment etc.) is conducted on two separate occasions, then a medical certificate will be required for subsequent assessments missed through illness. The missed assessments need not be in the same subject area. ie. On the third occasion where any assessment is missed through illness, a medical certificate will be required.
- Absence from examinations requires presentation of a medical certificate. In this instance, the Head of Senior School must be notified.
- In both of the above cases, the teacher will attempt to provide an alternate assessment at a time negotiated with the student. 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. outcomes may be assessed numerous times and some former evidence may exist);
  - Allocate a notation of 'U' when results are submitted to SCSA (only during Year 11 and Semester One Year 12) and then provide alternate assessments to the student during the next semester so that the student can complete the unit;
  - Provide an 'inferred' or 'derived' result based on the student's rank order in the class and any other evidence, to provide information (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 SCSA when a student unavoidably misses a WACE Exam).

## 7.2 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. The consequences are that the student may receive no result for the unit.

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.

In circumstances where students fail to submit work, parents will be informed.

## 7.3 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 policy distributed to students, either at the commencement of the year or the commencement of the unit. Teachers will provide advice if dates are changed.

## FOR WACE COURSES

If a student is absent on the day that work is due, it is then the student's responsibility in the case of an assignment to submit it to the course teacher immediately after their return to the College. Unless there are exceptional circumstances, the penalty that will apply is a 20% deduction from the total assignment mark each day that it is late, for a maximum of 5 days. Thereafter a student will receive a zero grade. Students must complete the assessment program by still submitting the late work. (See 6.0 Assessment Guidelines). (Note: A weekend is made up of three days if an assignment which is due on Friday is not handed in until the Monday).

An example:- If a student hands in a research assignment one day late, for which he/she received a mark of 13/20, then 4 marks (20% of 20 marks = 4 marks) are taken off for each day that it is late, so a final mark of 9/20 is given for the research assignment.

Failure to complete the Assessment Programme for a WACE course will result in a student being awarded a "U" for that course, and may not receive a numerical score or grade, which in turn could seriously impact on the student's ability to receive a Western Australian Certificate of Education and/or an appropriate school score, for the purposes of university entrance.

## EXTENSIONS

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

Application for an extension for submission of an assignment must be made well before the due date.

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

## 8.0 CHEATING, COLLUSION & 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 ideas etc. 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 such actions by their child occur.

Students found guilty of cheating, colluding or plagiarising in College assessments will be ineligible to receive either the Course Award (for the subject in which the transgression occurred) or the College Academic Excellence award.



## 9.0 EXAMINATIONS

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

Students are not permitted to enter the examination after the duration of one hour. Students are not permitted to leave the examination before the allocated time.

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 principal only. Exceptional circumstances generally relate to health issues and temporary disability. Participating in family holidays will not be accepted as an exceptional circumstance.

### BREACH OF EXAMINATION RULES

Similar provisions which apply in the WACE exams 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 examinations room** – this will result in cancellation of the candidate's paper where unauthorised materials are relevant to the Course 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 Course being examined.

## 10.0 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 College uses the broad guidelines provided by SCSA to accommodate these students. It is absolutely essential that the student or parent informs the principal of any special needs before the commencement of the year. 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. SCSA needs to identify and review such processes before allowing any compensatory allowances which would apply to the WACE. 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 College will discuss the processes with the parent and advise of appropriate arrangements.

## 11.0 REPORTING AND RESULTS

Reports will be issued on at least two occasions during the year; a 'First Semester Report' and a 'Second Semester Report'. The 'Second Semester Report' will indicate the grade and the numerical score for the course, which is reported to the Schools Curriculum and Standards Authority.

### GRADE DESCRIPTORS ARE AS FOLLOWS:

- A** – Excellent. The student demonstrates excellent achievement.
- B** – High. The student demonstrates high achievement.
- C** – Satisfactory. The student demonstrates satisfactory achievement.
- D** – Limited. The student demonstrates limited achievement.
- E** – Very Low. The student demonstrates very low achievement.

For students completing Year 12 and wishing to be considered for university entrance, a 'Grade' and a score out of 100 based on the final two units will be provided.