



BUNBURY SENIOR HIGH SCHOOL

LOWER SECONDARY ASSESSMENT POLICY

2018

Bunbury Senior High School encourages parents to make contact with classroom teachers for feedback on their child's progress at any time during the school year.

Principles of Assessment at Bunbury Senior High School

Assessment assists teachers in our school in:

- Monitoring and supporting the progress of students
- Diagnosing learning difficulties
- Providing feedback to students
- Adjusting current teaching and assessment programs
- Developing subsequent teaching and assessment programs
- Reporting student achievement to parents and
- Whole-school and system planning, reporting and accountability procedures.

Additionally, assessment must be:

Valid: Provide valid information on the actual ideas, processes, products and values expected.

Reliable: Consistent, accurate and can be used with groups of students to produce meaningful data.

Fair: Demonstrably fair to all students and shall not discriminate on grounds (such as gender, disability or ethnicity) that are irrelevant to the achievement of the outcome.

Educative: Makes a positive contribution to student learning.

Explicit: All students shall know when, how and what will be assessed.

Teacher Responsibility

It is the teacher's responsibility to:

- Develop a teaching/learning program that complies with DoE and SCSA policy.
- Provide students with a course and assessment outline at the beginning of the course.
- Ensure that assessments are valid, reliable, fair, educative and explicit.
- Provide students with timely assessment feedback.
- Maintain accurate records of student achievement and assessment.
- Meet school and external timelines for assessment and reporting.
- Inform students and parents of academic progress as appropriate.
- Participate in all moderation when necessary.

Student Responsibility

It is the student's responsibility to:

- Complete all course requirements by the due date.
- Maintain a good record of attendance, conduct and progress. A student who is absent for five periods/days or more per term is deemed to be at risk.
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

Assessment Completion

Due Dates

A course outline, including approximate timelines for submission of assessment tasks will be provided to each student at the start of a course. Due dates will be finalised by the class teacher.

Assessment Task Missed or Not Submitted

- Students who are absent on the day of an assessment task, or who are absent on the day an assessment task is to be submitted, *with* an acceptable explanation (see below) may be able to complete or submit the assessment task upon returning to school. This decision will be at the discretion of the teacher/Head of Learning. If satisfactory arrangements cannot be made to complete an assessment task, then the student will not be penalised when the explanation is deemed acceptable. A suitable mark/grade for the assessment task may be awarded in consultation with the Head of Learning.
- When a student has not made contact, or the explanation is not acceptable, (see below) then the opportunity to complete the assessment task may not be available and a zero may be awarded. The teacher will enter zero into the student's achievement record for the task.
- Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to support the student's learning program.

Examples of Acceptable Reasons for Non-Completion or Non-Submission:

- Medical (documentation from parent or medical professional must be provided)
- Wellbeing issues (as advised by the PC 7/8, PC 9/10, Student Services Support Officers)
- Extra-curricular commitments (e.g. being absent representing the State in a sports team or similar)

NOTE: A family holiday is not accepted as an exceptional circumstance.

Special Educational Needs

The school will ensure that students with special educational needs are catered for in an appropriate way and in accordance with School Curriculum and Standards Authority guidelines.

Injured Students

When practical work is a significant and essential component of assessment in a course and a student has suffered an injury that affects the completion of a task, then the student will be advised of alternative assessment arrangements when possible. The Head of Learning must approve the alternative assessment program. Assessment may occur at a later date.

Moderation of Student Marks

On occasions, the initial marks awarded to students for an assessment task may be modified as a result of subsequent moderation processes. Heads of Learning will manage internal and external moderation activities.

Cut-off Marks for the Awarding of Grades

Course marks, typically expressed as a percentage, are an indication of each student's achievement on a scale. Grade cut-offs are established after student work has been referenced to the SCSA Grade Descriptors. For this reason, cut-offs may vary between subjects and reporting periods.

School/Subject Transfer

Where possible, students transferring into a course should determine, in consultation with their teachers, what additional work needs to be done to avoid any perceived disadvantage.

Cheating, Collusion or Plagiarism

Students who are found to be involved in cheating, collusion or plagiarism may not have that work accepted as valid evidence of their achievement. A mark of zero may be awarded.

Reporting

- Student's progress and achievement data will be available on Connect.
- Semester reports will be issued to parents to indicate Semester 1 and 2 results.
- The school will report achievement to the School Curriculum and Standards Authority.

School Assessment Concerns

Students have the right to have an assessment reviewed with their teacher and/or the Head of Learning. If an assessment review determines that inaccurate, unfair or inappropriate assessment is evident, the school will make the necessary adjustments to the assessment.

Lower School Examinations

Timing of Examinations

- All examinations will be placed on the course outline. Year 10 examinations will be placed on the school calendar and advertised to the school community.

Examination Attendance

- Students must attend all scheduled examinations.
- Where health issues or personal circumstances prevent a student from completing one or more school examinations, as for all other assessment tasks, the school will determine whether the reason is acceptable and if not acceptable the student will be given a mark of zero. If the reason is acceptable to the school an alternate date will be set or where this is not possible the student will not sit the examination. In this case, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.