



**BUNBURY**  
SENIOR HIGH SCHOOL



# *Assessment Policy* 2022

# Overview

Bunbury Senior High School (Bunbury SHS) is responsible for implementing and managing procedures to allow you a fair and equitable opportunity to complete your chosen courses. This assessment policy is provided for you to have a sound understanding of what you will learn in each course and the methods by which your progress will be evaluated. You need to be fully aware of the information provided and ensure that you carefully apply this in every course.

As a senior student you have the trust and the responsibility associated with that trust to do the right thing. Note that non-submission of assessments is not accepted at Bunbury SHS (refer to 6.3). Therefore, you are expected to meet these requirements at a level that demonstrates a senior student responsibility.

## 1.0 Documents

You must obtain from your subject teacher a **Course Outline** and clear **Assessment Structure**. These documents will outline the type of assessments you will have and their weightings. These will be made available for you on **Connect**. You can obtain the syllabus from [SCSA](#).

## 2.0 Student responsibilities

There are certain responsibilities expected from you at Bunbury SHS that adhere to the ethos of being a senior student:

- complete all subject/course requirements by the due date
- maintain a good record of attendance, conduct and progress
- maintain a folio of evidence of all marked assessment tasks for each subject/course studied and make it available whenever required (some of your teachers may store these folios at school). SCSA may request access to these at any stage throughout the year for the purpose of moderation or grading reviews.
- initiate contact with your teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment
- complete assessment tasks to the highest ability.

**Students who do not meet these expected responsibilities may be deemed at risk.**

## 3.0 Changing Subject

Course transfer will only occur *in exceptional and justifiable circumstances* as permitted by the Deputy Principal through the Senior School Manager.

**Year 11:** This school will only consider changes in exceptional circumstances; you must have parental/guardian approval and be negotiated through the Senior School Manager. Changes will only occur between **Monday Week 2 Term 1 and Friday Week 4 Term 1**. Course changes will not occur after this period.

*NB: The Senior School Manager and Deputy Principal will review students' academic performance at the end of Semester One, and in certain circumstances a course change at this time may be possible.*

**Year 12:** This school will only consider changes in exceptional circumstances; you must have parental/guardian approval and be negotiated through the Senior School Manager or Deputy Principal. Unlike Year 11 a change **may** be possible until **Friday Week 7 Term 1**. After this period **no** changes will occur.

If you wish to change a course you will need to go to Student Services and obtain a **Course Change Request Form**. Have your parent/guardian complete and sign this form and return the completed form to the Senior School Manager.

Changes **may** be made if feasible and a new timetable issued. You will need to present this new timetable to the teacher of the course you are changing into. It is your responsibility to catch up on any work that may be given to you by your new teacher.

#### 4.0 Due Date

In your **Course Outline** and **Assessment Structure** there will be a **Due Date** for each assessment; this includes in-class assessments. The purpose is to set a standard of expectation and accountability of when assessment tasks are to be completed. Your teachers have the discretion as to what a Due Date means in context of the task being set. This will be written on your assessment task and is your responsibility to manage your task completion.

A **Due Date** should include the date **and** time the assessment is due. For example: 24<sup>th</sup> February Period 2 OR 3<sup>rd</sup> March 9.00am.

#### 5.0 Absent from scheduled in-class assessment tasks

If you are absent from class when a timed in-class assessment is scheduled (ie. test or EST), an acceptable explanation for your absence is needed during this time. The expectations on you are:

- a. The first assessment task missed by you for each course can be covered by a parent phone call or email explaining your absence.
- b. The second, and all subsequent missed assessment tasks for that course, will need to be covered with a Medical Certificate, unless a clearly valid reason exists (eg School Event, parent notification of a funeral, approval by Student Services). Notices from the Health Department regarding the need to self-isolate is considered the same as a medical certificate.

The penalty for not providing appropriate notification will be as follows:

- The assessment task must still be completed, but the maximum mark achieved now will only be 50%
- Contact your teacher to re-schedule the missed assessment immediately upon your return to school
- Failure to arrange to complete the assessment task within seven calendar days from the day of the task will result in a score of zero. **The completion of the task is still required for Clearance Form procedures, as per 6.3.**

For other assessment types your teacher will follow **Section 6.1 – General**. Your teacher has the discretion to determine the next course of action. Wherever possible, advance notification of absence will be of benefit to you. **You** are expected to discuss your absence with your class teacher **immediately upon return** to the School with regards to the missed assessment.

**Addendum:** students having a positive PCR test or deemed as close contact by either the Health Department or the school and directed to be in self-isolation may have their assessment re-scheduled or be provided with another same type assessment. Unless directed otherwise by the Health Department or the school, all students are expected to attend school during scheduled assessments as per normal. As per Section 5.0 b - evidence must be provided to the school or teacher to support this absence due to COVID to complete the assessment without penalty.

#### 6.0 Late Work 6.1 General

If you do not submit an assessment on the 'Due Date', and have not received an extension, the penalties below will apply. If you are **absent on the day an assessment is due**, you are still required to email your teacher to provide evidence that you have completed the assessment. Failure to do so will result in the same late penalties applying;

- your parent/guardian will be notified by phone/email of the situation
- it is your responsibility to organise a way of completing this task within seven days of the due date
- a 10% deduction per calendar day for up to seven days will apply (eg. If a task is worth a total of 50 marks then 5 marks/day will be deducted from the allocated mark)
- a zero will be awarded for that assessment task if you choose not to submit the task within seven calendar days
- even though no marks will be awarded, you will still be required to complete this task to an acceptable standard before the end of the semester. Failure to do so may result in you returning to school to complete the outstanding tasks during the Clearance Form period.

***Please note: Each day on the weekend is considered a late day. When required, you should email your teacher proof that you have completed your assessment and avoid further penalty.***

## **6.2 Absent Teacher**

If your teacher is absent when you wish to submit an assessment on a day you do not have that class, you must do this at Student Services. **You must not leave an assessment piece on your teacher's desk.** If an assessment is lost the excuse of leaving it on a teacher's desk will not be accepted.

## **6.3 Failure to submit work**

If you choose to not submit an assessment or other required course work prior to each Clearance Form period you may be required to attend school and complete it during that Clearance period:

- For Semester Two from Monday, 24 October 2022 for Year 12 students,  
OR
- For Semester Two from Monday, 5 December 2022 for Year 11 students.

During this time you will be required to submit the assessments in order to complete your Clearance Form, but no marks will be awarded for this. 'Completion' will be determined by your teacher and will require you to make a 'genuine attempt'. This is a non-negotiable requirement.

## **6.4 Extensions**

You may apply to the class teacher for an extension for an assessment prior to the due date. You must submit a written application, collected from Student Services (also attached to this policy as Appendix 2), with supporting evidence for an extension to your class teacher.

Extensions **may** be given at the **discretion** of the teacher. This decision is based on your participation during the period of a task and your ability to provide evidence of achievement by the due date. If this is not evident, there is no justification to give you an extension.

If you have been given an extension you must submit the assessment by the revised due date regardless of the level of completion. If you choose not to apply for, or do not receive, an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

***Note: Students must always keep backup copies of assessments in case unforeseen issues arise (such as losing work in a power blackout, a computer being stolen, and so forth). Computer problems or lost work cannot be accepted as the basis for extensions. Using Connect, OneDrive or another cloud base storage system is encouraged.***

## **7.0 Security of Assessment Tasks**

Some courses at the school involve multiple classes studying the same course units. In your own interests, you must not discuss the nature of any in-class assessment questions with students from other classes until all classes have completed the task. Discussion of the questions will be treated as collusion and all students will be penalized.

## **8.0 Cheating, Collusion and Plagiarism**

Cheating is regarded as an action which provides an unfair advantage in the completion of an assessment. Actions include, but are not limited to:

- gaining a copy of an assessment prior to its release for completion
- gaining information specific to an assessment which could reasonably be expected to provide an unfair advantage in completion
- talking during a silent assessment (tests and examinations)
- bringing prohibited materials (notes, cheat sheets etc.) into the in-class assessment
- using, or being in possession of, mobile phones or other telecommunications and/or information technology not approved for use during an assessment. These must be switched off and in your bag.
- presenting a response to an assessment which is not your own work.

If it is shown that you have cheated in any assessed work or in examinations, you may receive **zero** for that assessment and will have breached the School Code of Conduct.

Collusion is when a student submits evidence that is not their own work for assessment. You may have an opportunity to re-submit that work piece; if so this will occur within three days of notification and the maximum late penalty will apply. A zero will be awarded for that piece of work if you choose to not re-submit.

Plagiarism is using someone else's words or ideas without acknowledging that they have done so (a work is essentially copied). Any assigned or other work that is not your original work, but is presented as such will not be accepted. You may have an opportunity to re-submit that work piece; if so this will occur within three days of notification and the maximum late penalty will apply. A zero will be awarded for that piece of work if you choose to not re-submit.

### **9.0 Examinations**

You will be issued with an Examination Handbook closer to the examination period. This handbook will outline the procedure for the examination.

### **10.0 Students with Special Needs**

With reference to examinations and tests you are referred to as a **candidate**. Candidates who have a temporary or permanent disability, illness and/or specific learning disability that could disadvantage them in timed assessments may be given the opportunity to sit a test/examination under special conditions. You should inform the Student Services of your needs as early as possible. You will be case managed by the Student Support Coordinator and course teachers to determine the appropriate course of action and appropriate strategies that will allow you the best opportunity for success.

### **11.0 Suspension**

External suspension will not be considered an excuse by Bunbury SHS for you to not submit nor complete a timetabled assessment. The process is:

- If an assessment is due to be submitted on a day you are suspended, you must submit that assessment regardless. If not then Section 6.1 – General is applied.
- If an assessment has been timetabled during the period of suspension (ie. Test, oral presentation etc.) you will complete that particular assessment immediately upon return to the school without any penalty.

### **12.0 Right of Appeal**

If you consider that there is an issue with your final assigned grade/final mark you should, in the first instance, discuss the issue with your teacher.

You do have the right to appeal against the school assessments if you believe the **Assessment** Structure has not been followed. Appeals against a marked piece of work is not usually considered. If you believe there is a need for an appeal against the given grade/final mark you must have your parent/guardian contact the Senior School Manager. A letter outlining the process of your Right of Appeal will be given to you and your parent/guardian. Information regarding an Appeal can be found on the [SCSA](#) website.

Appeals against the school assessment process must be made before:

- [Year 12 – 21 October 2022](#)
- [Year 11 – 12 December 2022](#)