



**BUNBURY**  
SENIOR HIGH SCHOOL



# **SENIOR SCHOOL** **Assessment Policy**

# 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 an **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 for each of your courses from [SCSA](#).

## 2.0 Student responsibilities

There are certain responsibilities expected from students at Bunbury Senior School that adhere to the senior student ethos:

- complete all course requirements by the due date
- maintain a folio of evidence of all marked assessment tasks for each course studied and make it available whenever required (some teaching staff 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
- maintain a good record of attendance, conduct and progress
- initiate contact with their teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment
- complete classwork, homework and revision tasks which may or may not be formally assessed but are essential to the teaching and learning program; and
- submit any out-of-class assessment task as their own.

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

## 3.0 Changing Course

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

**Year 11:** This school will only consider changes in exceptional circumstances; you must have parental/guardian approval and be negotiated through the Manager 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 manager Senior School Manager 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 Manager Senior School Manager. 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 Manager Senior School.

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.

Contact your teacher to re-schedule the missed assessment immediately upon your return to school.

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% of your **actual** mark
- 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.

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.

#### 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
- a 10% deduction per calendar day of your **actual** mark up to **four days** is applied, after four days
- the assessment task must still be completed within seven days, but the maximum mark achieved now will only be 50% of your **actual** mark
- 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.

**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

The Manager Senior School will conduct a meeting with you and your parent/guardian to determine future progress. Loss of Good Standing may be applied due to not fulfilling senior school expectations.

### 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, 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 should 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 penalised.

### 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, or

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.

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.

Forms of plagiarism includes, but not limited to:

- submitting the work that another person has completed as one's own work
- downloading artwork, graphics, or other material, **including AI-generated responses**, from the internet and presenting it as one's own without acknowledgement
- submitting work to which another person, such as a parent, teacher or expert, has contributed substantially.

If re-submission is provided:

- your parent/guardian will be notified by phone/email of the situation
- a 10% deduction per calendar day of **actual** mark (Refer to 7.0) up to **four days** is applied
- the assessment task must still be completed within seven days, but the maximum mark achieved now will only be 50% of your **actual** mark.
- 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.

## 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 Manager Senior School 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 – 28 October 2026
- Year 11 – 9 December 2026