Comet Bay College

*Seek Excellence*

# ASSESSMENT POLICY

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This policy is informed by the teaching and learning culture at Comet Bay College and has been developed in accordance with regulations set by the School Curriculum and Standards Authority (SCSA). Parents and students are encouraged to contact the classroom teacher if they have concerns regarding missed assessments or assessment outcomes.

## If a student is absent for an assessment

***(See page 3 for special procedures for pre-ATAR and ATAR students)***

**Teacher actions:**

1. Document the missed assessment on Compass with a 'Missed Assessment' notification.
2. Organise for the student to complete the assessment at an appropriate time on their return or prior to the absence if possible– at teacher / LA Dean discretion.
3. The assessment should be sat no later than two school weeks after the original assessment date.
4. No assessments should be scheduled in the last two lessons of a school term to ensure there is adequate time for a catch-up assessment. A catch-up assessment can occur in the last two lessons.
5. If the above is not achievable the student will be given an On-Balanced-Judgement based on relevant historical achievement or exemption in discussion with their Learning Area Dean and / or Associate Principal as to what is most appropriate.
6. In the first lesson back from an absence the student will negotiate with the teacher when the missed assessment will be completed.
7. If student does not complete the assessment by / on the negotiated date the student will receive a mark of zero.
8. Exceptional or extenuating circumstances that result in frequent or extended absence will be dealt with on a case-by-case basis by the relevant Associate Principal and LA Dean.

Students identified as requiring additional support through documented plans (for example IEP or RMP) may complete assessments at an alternative time or location, as organised by the teacher and in consultation with the Learning Support Team.

## If a student is in class and fails to complete an in-class assessment without disclosing a valid reason

**Teacher actions:**

1. Contact caregivers and record communication.
2. The student will be awarded a mark of zero.

## If a student does not submit an assessment task by a due date

**Teacher actions:**

1. Contact caregivers and record communication.
2. Require the student to submit the assessment at a time determined by the school.
3. Apply late penalties below where appropriate.

**Late penalties:**

- 10% deduction per school day late for a maximum of five school days. After five days the student will be awarded a mark of zero.
- If nothing is submitted a student will receive a mark of zero.

## Extensions

Students may request an extension for an assessment (at least two lessons prior) for a valid reason / circumstances that are outside a student's control. The extension length will be in negotiation with the Learning Area Dean and student and be communicated home / recorded. Students with an approved extension will not receive a late penalty.

School activities such as excursions and camps are not valid reasons to request an extension unless the assessment is being run whilst the student is at the activity.

## Authentication of student work (including cheating, collusion, plagiarism, appropriation and use of AI)

Where possible all assessments will be completed in-class to negate opportunities for cheating, collusion, plagiarism, appropriation or use of AI. If a student is believed to have engaged in the inappropriate behaviour listed above (including accessing a device during an assessment) the following steps will be taken.

**Teacher actions:**

1. Inform the LA Dean and student of the concern, contact caregiver and record communication.
2. Investigate whether this behaviour has occurred and if it constitutes cheating, collusion or plagiarism. The student will be provided with right of reply in this investigation.
3. **Where it is established beyond reasonable doubt that behaviour constituting cheating, collusion or plagiarism has occurred** inform the student and the caregiver of the result of the investigation and penalty. **See point 5 for penalty.**
4. If it is established that there has been clear collusion then all students involved will be penalised, unless it can be demonstrated that a student had no knowledge or participation in the collusion or plagiarism.
5. The penalty will be a 50% - 100% reduction of the students' marks based on the extent of cheating, collusion or plagiarism; this will be determined by the LA Dean in consultation with the relevant AP.
6. **If a teacher is unable to establish beyond a reasonable doubt behaviour constituting cheating, collusion or plagiarism,** the student will be asked to complete an in-class validation activity or be given the opportunity to resubmit the task.

## If an upper school student misses an EST

If a student is absent for an EST, they will sit it on their return at an-agreed upon date. If the student's return is outside of the designated SCSA window the teacher will record 'ABS' in the 'EST Mark' column and the achieved result in the 'Task Results' column on RTP.

## Special procedures for ATAR or pre-ATAR students

### If an ATAR or pre-ATAR student misses an assessment or test due to an approved absence (excluding exams)

**Approved Absences**

- illness
- medical appointments
- funerals
- approved school activities
- approved family leave

**For an absence of two days or less** a note from a caregiver is required as evidence.

**For an absence of three days or more** a medical certificate or statutory declaration is required.

In the first lesson back from an absence the student will negotiate with the teacher when the missed assessment will be completed. Exceptional or extenuating circumstances that result in an extended or frequent absence will be dealt with on a case-by-case basis by the relevant Associate Principal.

It is the caregivers and students' responsibility to submit the evidence outlined above to the teacher for consideration. If the evidence is not submitted a student could receive a mark of zero.

### If an ATAR or pre-ATAR student misses an exam

- Any absences that are not an approved absence will incur a mark of zero.
- An absence due to sickness or an unforeseen event will require a medical certificate or statutory declaration. This evidence will need to be provided to the appropriate Associate Principal. The student will complete the exam on return at a date negotiated with the teacher.
- For external WACE exams students must apply to SCSA for Sickness and Misadventure Consideration. It is the responsibility of caregivers and students to submit this form to SCSA.

## Procedures for upper school students in the Year 11 and 12 exam period

Upper school students will be required to attend school during the exam period to submit / complete missing assessment tasks and / or resit assessments to ensure WACE eligibility.

Students who complete previously unsubmitted assessment tasks during this period without a valid reason for the original non-submission will receive a maximum mark of 50%.

## Assessment management procedures

- A mark will be recorded in RTP by the agreed upon due dates in the College's Annual Calendar.
- Caregivers will be emailed a Task Mark Report within two weeks of completion of an assessment task.
- All qualifications will have a reported minimum of two units of competency per term on RTP.
- If a student moves into a course or enrols once the academic year is underway the assessment outline will be adjusted to not disadvantage the student. An On-Balance-Judgement may be given for missed assessments that reflects achievement for like-courses taking into consideration course difficulty. This will be in negotiation with the LA Dean and / or appropriate Associate Principal.
- At the start of a unit of work the teacher will provide to students a copy of the assessment outline and course outline – either printed or posted onto Connect.
- Course outlines must include sequential content with syllabus links and timings.
- Assessment outlines must include weightings, descriptions of assessment, time allocated to assessment and exam weightings.
- Students with a diagnosed special educational need will have modifications consistent with those provided by SCSA. For WACE exams a formal application will be made by the caregiver and student to SCSA at the start of Year 11.
- All WACE ATAR courses will be examined in Semester 1 and Semester 2.
- All pre-ATAR students will undertake examinations in mid Term 4.
- If there is more than one class of the same course, both courses will have the same assessment outlines, course outlines and assessment conditions.