



J J CAHILL MEMORIAL HIGH SCHOOL

ASSESSMENT POLICY

RATIONALE

Assessment is an integral component of teaching and learning. It allows students to demonstrate their knowledge and understanding for teachers to provide feedback and if required modify teaching strategies to address identified areas of need.

OVERVIEW

This document sets out the Assessment Policy of J J Cahill Memorial High School. It provides a concise and consistent framework in which all students from Years 7-12, and their parents can have confidence. The policy will be applied in a consistent manner across the school to ensure equity for every student.

1. **Handing out and submission of assessment tasks**

- Students must sign their name on a class roll when they receive an assessment task.
- Students must sign their name on a class roll if submitting a task.
- If a class teacher is absent on the day of submission then the Head Teacher, or Head Teacher nominee, will facilitate the above process.
- If a student is absent on the day a task is handed out it is their responsibility to ensure that he/she sees the class teacher or the relevant Head Teacher on the day of their return to sign for their copy of the task on their return. Student absence on the day a task is handed out is **NOT** necessarily grounds for an extension.
- It is a student's responsibility to be aware of assessment schedules and upcoming assessment tasks.
- Individual teachers may accept electronic submissions. This will be indicated on the assessment notification.
- If absent on the due date, it is the student's responsibility to submit the assessment task and/or appropriate documentation (see *Point 7*) to the Head Teacher or their nominee on the **first** day they return to school even if they don't have a timetabled lesson that day.

NB. Staff will, where practical, provide students with two week's notice of an assessment task. Where the date for an assessment has to change from its published date, students will be given written notification outlining these changes.

2. **Rules for attendance on the due date of an assessment task**

- Students must attend all timetabled lessons (including period 0 for senior extension classes) on the day an assessment task is due.
- Failure to do so will result in the application of the penalties for late submission as set out in *Point 6* of this document.

NB. Students will **NOT** be permitted to work on or prepare assessments during other classes.

3. **Rules for extensions for Assessment Tasks and Examinations**

- All applications for an extension must be submitted in writing, with appropriate documentation supporting the application, to the Head Teacher at least two days prior to the due date. The awarding of an extension will be at the Head Teacher's discretion.
- Appropriate documentation includes; Medical certificates, parental letters outlining exceptional circumstances, professional organisations etc.
- Where less than two days notice is provided, the Head Teacher will determine if an extension will be granted and the form that the extension will take.
- Technology breakdowns may **NOT** be considered a legitimate reason for late submission and therefore any such application may be declined.

NB. Where practical, students who are organising work experience or work placement must endeavour to avoid clashes with published assessment and examination dates.

4. Acceptable reasons for an extension may include

- Any school related business such as Performing Arts, sport, work placement and/or community based activities.
- Illness or injury where the nature of the injury or illness directly inhibits the student's capacity to fulfil the task's requirements.
- Family bereavement.

NB. Examination periods and formal assessments schedules are published on the school's website, to students during class through a printed timetable as well as in the Assessment Booklets handed out to all Year groups. As a result of this advanced notification, family holidays are discouraged during these examination periods. A more detailed calendar of tasks is distributed to all students at the beginning of each term.

5. Nature or form of the extension

The Head Teacher will determine which of the following will be granted;

- an extension of time for submission;
- completion of the same task at a different time;
- completion of an alternative task;
- an estimate (if authorised by the Principal or nominee)

6. Penalties for late submission

For all Year groups, zero marks will be awarded if a task is not submitted by the specified time on due date or, for non submitted tasks, completed during the timetabled lesson. Students may request an extension at least two days prior to the due date as noted in section 5. For Years 9 -12 N Award warning letters will be issued in line with BOSTES (Board of Studies Teaching and Educational Standards) policy. For Years 7 and 8, a failure to submit assessment task letter will be issued.

When a student receives a zero for a late submission they **MUST** still submit the task in order to demonstrate that they are meeting the course outcomes.

7. Illness/academic misadventure

- If a student is unable to complete a task or believes his/her performance in an individual assessment task was diminished because of circumstances beyond his/her control, he/she must see the Head Teacher of that particular task immediately and submit an illness/misadventure appeal form, explaining in writing how he/she considers that his/her performance was affected.
- For a list of appropriate documentation to support an illness/misadventure application see *Point 3*.
- The Head Teacher will inform the student in writing via copy of the completed misadventure form and ensure copies are distributed to those listed on the form.

8. Appeals For Assessment Review

Students may seek an assessment review based on the following:

- If he/she considers that his/her placement in the order of merit list for any course is not correct on the basis of feedback on performance during the course
- If he/she considers the School's procedures and guidelines have not been followed.

NB Students may **NOT** dispute the type and nature of assessment tasks nor the teacher's professional judgement relating to the allocation of marks for tasks.

- Students are to make initial contact with the class teacher but no later than the end of the day following the release of results for the particular task.
- If it remains unresolved the student is to contact the Head Teacher responsible for the course in question. Students will have the option to lodge an appeal in writing using the Appeal For Review of Assessment form and submitted to the Principal. The appeal will be addressed and ruled upon by an Assessment Appeals Panel made up of the Principal (who will act as chairperson), the Deputy Principal and the Head Teacher of the Year group unless the head teacher is from a faculty which is involved in the appeal. The ruling of this committee will be binding and final.

9. Malpractice

Zero marks will be awarded for malpractice in an assessment task. Malpractice includes:

- plagiarism (copying the work of others without appropriate referencing)
- failure to follow examination rules and procedures

NB for senior students a BOSTES Malpractice Register is maintained.