



ASSESSMENT GUIDELINES

Purpose

The below link is to the CEWA Policies relating to this guideline.

[Executive Directive Curriculum, Assessment and Reporting - Education](#)

Where there may be inconsistency with the CEWA policy and this guideline, the CEWA policy shall prevail to the extent of the inconsistency.

This document acts as a guide to further understand Assessment at John Paul College.

Scope

This Guideline is designed to ensure fairness to all students at the College.

CEWA curriculum is designed to meet all the learning needs of students and promotes the integration of faith and life in the person, and culture and faith in society.

This guides our student assessment and reporting processes to ensure they are in line with School Curriculum and Standards Authority (SCSA) requirements.

Principles of Assessment

Assessment procedures must be fair, valid and reliable. Assessment assists teachers and schools in:

- Monitoring the progress of students and diagnosing learning difficulties.
- Adjusting programs to ensure all students have the opportunity to achieve the intended outcomes.
- Reporting student achievement to parents.
- Whole-school planning, reporting and accountability procedures.

Assessment Guidelines

At the beginning of the year or semester, depending on the length of the subject, each student will receive a Teaching and Learning Program and an Assessment Outline which includes a list of the Assessment Tasks that students will undertake throughout the course and their relative weighting towards the calculation of a final mark. This will be posted on SEQTA for the students to access. Students will also be made aware of the procedures and expectations contained in the College Assessment Guidelines and where to locate this information when required.

No assessed work will be distributed where students are required to complete it exclusively during a school holiday period. An assessment may be distributed at the start of the last week of the term and collected at the end of the first week of the next term. It is expected that students studying Year 11 and 12 ATAR courses will have unassessed revision work to complete during the holidays.

Student Responsibilities

It is the responsibility of students to:

- Complete the prescribed program in each subject.
- Complete all assessment tasks described in the Assessment Outline.
- Maintain a good record of attendance, conduct and progress.
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

Teacher Responsibilities

It is the responsibility of teachers to:

- Develop and provide students with a Teaching and Learning Program and Assessment Outline that reflects SCSA guidelines.
- Ensure that assessments are fair, valid and reliable.
- Maintain accurate records of student achievement and assessment.
- Meet school and external (SCSA) deadlines for assessment and reporting.
- Inform students and parents of academic progress as appropriate.
- Notify students and their parents of impending assessments through SEQTA. Teachers will ensure that assessment marks are visible on SEQTA no later than two weeks after the completion date.

Subject Completion

A student will be deemed to have completed a subject and therefore be eligible to receive a grade, when the subject's structured educational program and assessment program have been completed. Students must complete all set assessment tasks unless there are extenuating circumstances. This is part of the student's ongoing enrolment agreement at the College.

In situations where a student has a very poor attendance record (e.g., less than 60%) and or completes a small proportion of the assessments (e.g., less than 60% of the total assessments for the subject in terms of weighting), the subject teacher will consult with the relevant HOLA and Vice Principal to determine a fair and just course of action in terms of the allocation of a final mark and grade for the subject.

The allocation of a final mark and grade is heavily dependent on attendance and completion of the scheduled Assessment Program. In situations where a student has a poor attendance record and or has only completed a relatively small proportion of the total assessment, it becomes difficult to allocate an accurate final mark and or grade. In some situations, poor attendance and non-completion of assessments may result in the allocation of a "U" grade which means that the student has not completed the requirements of the subject.

Failure to Complete Assessment

In-class Assessments - Absence

ALL STUDENTS

1. If a student is feeling unwell, it is recommended that the student should not attend school (regardless of whether or not an assessment has been scheduled).
2. If a student chooses to attend school and complete an assessment, the student must accept whatever mark and result achieved for the completed assessment.
3. The subject teacher will notify the relevant Head of Learning Area, Dean of Year and the parent of the student's absence on the same day an assessment is missed. The relevant teacher will send an email to the parents informing that the student has missed an assessment and inform them of the expectation to complete the missed assessment.
4. If a student misses an assessment for a valid reason (e.g., sickness, state representation, bereavement), he/she must complete a catch-up assessment. For example, if a student was ill on Monday 1 March and missed an assessment, they would be expected to complete a catch-up assessment within a week, (e.g., Monday 8 March). Students may be given more time to complete catch up assessments if they have missed multiple assessments on the day they were ill. This will be left to the discretion of the subject teacher in liaison with the relevant Dean of Year.
5. The catch-up assessment will be marked, and the student will receive feedback about their performance from their teacher, however, the mark achieved for the catch-up assessment will not count towards the student's overall mark and grade.
6. If a student fails to complete the catch-up assessment within the agreed time limit or does not make a genuine attempt, such as incomplete answers or a level of performance that is significantly below past performance, he/she will be awarded a mark of 0. Normal rules regarding plagiarism and collusion will apply.
7. The reasons for absence must be judged to be valid by the College (HOLA, Dean of Year, Deputy Principal) otherwise the student will receive a mark of 0. Taking a holiday at the time of an assessment is **NOT** considered a valid reason.
8. If three or more assessments are missed by a student due to valid/approved absence, the student is asked to liaise with the relevant Dean of Year to organize alternative arrangements to complete all the missed assessments.
9. If a trend of missed assessments is established without justifiable reason, the affected student may be awarded a mark of 0 for the missed assessments, instead of standardised marks.

Years 10, 11 and 12

1. Students in Years 10, 11 and 12 who miss an assessment due to unapproved reasons (e.g. being on holidays during scheduled school time) will receive a mark of 0 for the missed assessment.
2. Students in Years 10, 11 or 12 who are absent for in-class assessments for medical reasons must provide a medical certificate. Parents of students in Years 10, 11 and 12 are required to send an email to the relevant HOLA and Dean of Year with medical certificate attached.
3. If no medical certificate is provided, then a mark of 0 will be awarded for the missed assessment. Medical Certificates can be obtained from certain pharmacies, such as Kalgoorlie Pharmacy and Wizard Pharmacy.
4. If a student in Year 10, 11 or 12 misses an assessment and no medical certificate is provided, or if the student does not complete the catch-up assessment to the best of their ability within a week, then the student will receive a mark of 0 for the missed assessment.
5. If a student in Year 10, 11 or 12 misses an assessment, a medical certificate is provided and the student does complete the catch-up assessment to the best of their ability within a week, then the student will receive a standardised mark for the missed assessment.
6. For all Years except Year 7, Catch up Assessments will be supervised at school at 8.30am each weekday in the Seminar Room (Library).
7. Years 11 and 12 students enrolled in subjects with multiple classes may be required to sit assessments on Wednesday afternoon between 3.15pm and 4.15pm. This will allow more class time to be used for teaching and learning rather than assessment. All Year 11 and 12 students must make themselves available to sit assessments at this time. No exemptions or alternative times to sit assessments will be permitted.

Years 7 to 9

1. Parents of students in Years 7, 8 and 9 are required to send an email explaining the valid reasons for the student's absence to the relevant Dean of Year. (Year 7-Mr Faithfull, Year 8-Mr Keynes, Year 9-Ms Guerrini)
2. If a student in Year 7, 8 or 9 misses an assessment and no email is sent to the relevant Dean of Year, or there is no valid reason or the student does not complete the catch-up assessment to the best of their ability within a week, then the student will receive a mark of 0 for the missed assessment.
3. If a student in Year 7, 8 or 9 misses an assessment and the parents send an email with a valid reason to the relevant Dean of Year and the student does complete the catch-up assessment to the best of their ability within a week, then the student will receive a standardised mark for the missed assessment.
4. Year 7 students are permitted to complete the catch-up at home. Year 7 students are not required to complete the catch-up assessments at school. Parents are required to send the Dean of Year an email providing a valid reason for why the student missed the assessment. Students must complete the catch-up assessment to the best of their ability and submit the assessment to the relevant teacher within one week to receive a standardised mark for the assessment.

Out of Class Assessments

Students are provided with an opportunity to present evidence supporting their reason for failing to submit an assessment task. The subject teacher, in consultation with the HOLA, will decide whether or not the reason is acceptable and apply an appropriate strategy according to the guidelines in this assessment policy.

Students who are absent when work is due should make every endeavour to have the work delivered to the College in order to meet the deadline. In some instances, students will be required to complete the work under the direction of the Dean or relevant HOLA. Students who fail to submit work by the required date will incur a penalty. The penalty will be a deduction of 5% of their mark per day. Only in exceptional and justifiable circumstances will work submitted late be marked without penalty (e.g. if a student scores 70% - two days late $70 \times 0.9 = 63\%$). After 4 days of non-submission the student will be issued with an Academic Detention where the assessment is to be completed. In such cases, the student will only be marked with a maximum of 50%.

In order to be eligible for a final mark and grade a student must complete the assessment program. Even when a student's work is so late that it results in a mark of zero. It must still be submitted in order to complete the assessment program. The subject teacher will notify the student's parents in such circumstances. Computer related problems before submission of an assessment will not be a valid excuse for non-submission.

School-Initiated Assessment Clashes

The College does what it can to avoid clashes between assessment tasks and school related excursions, activities, and events. However, some clashes are unavoidable. If clashes are identified in advance, staff are expected to make every attempt to change previously set dates and times in order to allow students to sit assessments.

When an assessment has been scheduled on the same day as an event, activity or function initiated by the College and changes are impossible, students will be provided with the opportunity to sit the assessment before or after school on the

day of the clash. The affected teacher will liaise with the HOLA and the affected students to facilitate this. In certain circumstances where the validity of the assessment is not compromised, students may be able to sit the missed assessment on another day (e.g. known essay response).

A case-by-case approach will be taken so as to reach a fair and reasonable solution to school-initiated clashes so as to provide the student with the opportunity to complete the assessment. In some cases, the student will receive a standardised mark, maintaining their ranking, at the conclusion of the course so as not to disadvantage the student's academic standing.

Missed Examinations (Years 10, 11 and 12)

Parents must notify the relevant Dean of Year or Deputy Principal prior to the examination, if a student will be absent due to illness; a medical certificate must also be provided to the College. The Dean, in collaboration with the relevant HOLA and Deputy Principal, will determine if the examination will be administered at an alternative time for validation purposes. The student will be awarded a standardised score, which maintains their ranking, at the conclusion of the semester. Students who misread their examination timetable or do not provide a medical certificate will not be permitted to sit a late examination and hence will receive zero for that examination.

Parents are requested to ensure that students are available to sit all examinations during the scheduled examination period. Students, who miss examinations due to taking holidays, will not be allowed to sit examinations before or after the scheduled examination period. A mark of zero will be awarded for the examination, unless the Deputy Principal has validated the absence otherwise.

Students commencing a subject late

If a student changes into a new subject, students and parents should be aware that the student's assessments, marks and grades may be affected. In some circumstances, particularly in years 7 through to 10, it may not be possible to award students a mark and grade due to the lateness of entry into the subject.

Year 10, 11 and 12 students will not generally be accepted into a new subject after Term One, however under exceptional circumstances this may occur. Students and parents will be advised of final dates for entry into a subject.

Students who have not submitted assessment tasks because of transfer from one school to another or due to commencing a subject late in the school year (and before SCSA deadlines) will be provided with an opportunity to demonstrate achievement of subject outcomes or objectives. Under such circumstances, students may not be expected to complete all missed assessment tasks but will be awarded standardised scores, maintaining their ranking, at the end of the semester.

Teachers are expected to:

- Make students aware of what is expected of them because of late entry to the subject.
- Ensure that students are provided with the assessment program, the weightings given to various components, the assessment tasks which must be completed in order to compensate for the section of the subject missed and the risks they take in commencing a subject late.
- Provide students with information about how their final mark and grade will be calculated.

Reliability of Assessment (Breaches of Rules)

Cheating and plagiarism are specific examples of a breach of assessment rules.

- Cheating is considered to be any verbal or non-verbal communication during an assessment.
- Plagiarism is when a student uses someone else's words or ideas as their own without acknowledging the owner (e.g. pictures or text from the internet etc). Plagiarism also occurs when a student submits work that is not their own. A penalty may also apply if a student knowingly allows their work to be copied.

In-class Assessment

If a student is found to have breached the rules for an in-class assessment they will incur a penalty that equates to a zero for the plagiarised part, or a deduction of marks as appropriate. When a breach is established, the HOLA will interview the student and determine the outcome in consultation with the relevant Dean of Year. The parents will be informed and the student will be counselled. In some cases students may be required to re-submit the assessment.

Out- of-Class Assessment

It is expected that the work finally submitted for assessment by students should be both known to and understood by the student concerned. If a student is found to have plagiarised any part of the assessment they will incur a penalty that equates to a zero for the plagiarised part, or a deduction of marks as appropriate. Learning Areas will use one or more of the following "controls" to ensure the validity and reliability of out-of-class assessment tasks:

- Unseen assignment questions being administered in normal class time with open access to notes and reference materials.

- Assignment questions being done at home with the level of achievement measured by a brief in-class test on key concepts covered in the assignment.
- Prepared assignment questions being researched out-of-class but completed in class under controlled conditions.
- Regular interaction between students and teachers on projects being completed over extended periods out-of-class.
- Projects/assignments being completed partially at home and partially at school – providing teachers with the opportunity to validate out-of-class work.

Assessment Alterations - Disability or Sustained Medical Condition

A student who has a diagnosed disability (as defined by the **DDA 1992**) or sustained medical condition may be provided with alternative assessment opportunities to demonstrate his or her knowledge, skills and understanding, depending on the circumstances. Assessments may be altered to cater for these needs, in consultation with the HOLA and the Head of Education Support. The Vice Principal will be notified for upper school alterations. Assessment alterations in Year 11 and 12 ATAR courses will be consistent with SCSA special examination arrangements.

Alterations will maintain the integrity and validity of the learning and assessment goals and will allow for course requirements to be met.

Appeals

Any student wishing to appeal their final grade in any subject or course is required to put their concern in writing to the Vice Principal.

In-Class Assessments – Rules & Regulations

Prior to assessment period

- Students are to be given a minimum five school days' notice, in advance of an assessment.
- The teacher must make students aware of any equipment requirements (e.g. calculator) and special circumstances before the test.

During the assessment period

- Students must be silent from the moment the teacher indicates the start of the test period. Students need to complete the test in silence and maintain the silence until all papers are collected and the teacher indicates that the test period has concluded.
- Unless directed by the teacher to sit elsewhere, students are to sit in their normal allocated seat for the test.
- The students' desks must be clear of all texts and other materials; only test materials to be on the desk.
- Students are required to adhere to the rules pertaining to that test. E.g. Mathematics students might be allowed to have notes and a calculator.
- Mobile phones and other communication/information storage devices are not permitted during the test
- Students must be actively supervised at all times

Year 12 Examination Rules and Regulations - Guidelines

1. **UNIFORM:** Students must wear the College uniform (as specifically stipulated) for Examinations.
2. **LEAVING THE EXAMINATION:** Students are not permitted to leave the examination room early unless ill.
3. **SEATING:** Student must sit in their allocated seat. A seating plan will be displayed outside the Examination room before the commencement of the Examination. Each student will receive an individualised Examination timetable, providing them with their SCSA number and the dates, times, and venue for each Examination. Students must bring this individualised timetable, as well as photo identification, with them to each Examination. Students with special conditions complete examinations in a different room to other students.
4. **COMMENCEMENT OF THE EXAMINATION:** Students are requested to wait outside the examination venue at least thirty (30) minutes prior to the commencement of the Examination. Students will be asked to enter the examination room 10 minutes before the start of the examination as supervisors are required to go through a set procedure.
5. **LATENESS:** Students will not be admitted into the examination room after the expiration of 30 minutes from the scheduled commencement of the examination. No extra time will be provided for students who arrive late. If a student is more than 30 minutes late for an examination (due to extenuating circumstances), he/she should contact the Dean of Senior School.

6. **MATERIALS:** Students must be familiar with all materials that are required for each examination, including the specific calculator that is permitted. All materials for the examination must be either loose or in clear plastic (no pencil cases are allowed). If the examination permits notes, these notes must NOT be folded or have any fold marks on the paper. A student who brings any other unauthorised items with them into an Examination is in breach of the Examination rules and will be subject to serious penalties. No food may be taken into the examination room. Water is permitted but must be in a clear unlabelled bottle.

7. **SUPERVISORS:** Examinations are mainly supervised by external staff. Students are required to always interact respectfully with all supervisors.

8. **COLLEGE GROUNDS:** Students who are present on College grounds during the Examination period (due to an appointment with a staff member, private study) must sign in at Reception and be attired in College uniform.

9. **MISSING AN EXAMINATION:** Students who forget to sit an examination or misread their examination timetable will not be permitted to sit a late examination and will receive a mark of zero for the missed examination. If an examination is missed for a legitimate reason such as illness (or genuine emergency), the student's parents should contact the Dean of Senior School or the Deputy Principal – Pastoral Care prior to the examination. In the event of illness, a student must provide a doctor's Certificate to the College. Students will be required to sit the examination later to obtain a standardised mark for the missed examination.

10. **UNFAIR ADVANTAGE:** Students are not permitted to take any action to gain an unfair advantage. Any breach of examination rules and regulations will be dealt with seriously and investigated by the College Examination Breaches Committee. Students must not speak in the Examination room unless they are asking a question of the supervisor. Students deemed to have broken the Examination rules will receive a penalty such as a loss of marks or a mark of zero depending on the circumstances. It is the responsibility of students to ensure that they do not have any unauthorised notes or other items of a non-personal nature in the examination room. If a student communicates with others or attempts to gain an unfair advantage by taking unauthorised notes into the examination room whilst completing the examination, the supervisor will approach the student, inform them of their concern, note the time and nature of the concern and report the issue to the Dean of Senior School and Deputy Principal – Pastoral Care. The Examination Breaches Committee will then decide on an appropriate penalty.

11. **ELECTRONIC DEVICES:** Mobile phones, tablets, smart watches, and media players must not be taken into the examination room. Any student who leaves their mobile phone turned on during an examination will face significant penalties such as a mark of zero for the Examination.

12. **WATCHES:** No candidate will be permitted to take a watch into the examination room unless they have an approved special examination arrangement.

13. **PENS OR PENCILS:** For multiple-choice sections, students must use blue or black pen to shade the boxes. Students are NOT permitted to use erasable or gel pens.

14. **YEAR 12 INFORMATION HANDBOOK - PART II: EXAMINATIONS:** All students should be familiar with the SCSA Year 12 Information handbook for Examinations found on the SCSA website

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