



ASSESSMENT GUIDELINES

Updated: 2023
Review: 2027

Rationale

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 a guide to further understand Assessment at Our Lady of Mercy College.

Scope

This Our Lady of Mercy College 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 and OneNote for the students to access. Students will also be made aware of the procedures and expectations contained in the College Assessment Policy and where to locate this policy when required.

1. 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.
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2. Teacher Responsibilities

It is the responsibility of the teacher to:

- meet the WACE syllabus requirements for the course in the case of students in Years 11 and 12.
- meet SCSA (WA curriculum) requirements in Years 7-10.
- provide students with a course outline and an assessment outline at the start of the course and/or each term, semester or year.
- develop a teaching and learning program that appropriately delivers the current syllabus.
- ensures that assessments are fair, valid and reliable.
- maintain accurate records of student achievement on SEQTA marksbook.
- meet school and external timelines for assessment and reporting.
- inform students and parents/guardians of academic progress, as appropriate.

3. 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 to determine a fair and just course of action in terms of the allocation of a final mark and grade for the subject.

4. Failure to Complete Assessment

In-class Assessment – Absence

All students:

- If a student is feeling unwell, it is recommended that the student should not attend school (regardless of whether an assessment has been scheduled).
- If a student chooses to attend school and complete an assessment, the student must accept whatever mark and result achieved for the completed assessment.
- The subject teacher will notify the parent of the student's absence on the same day an assessment is missed via Direqt Message. The teacher will inform them of the expectation to complete the missed assessment.
- If a student misses an assessment for a valid reason (e.g., sickness, state representation, bereavement), he/she will be encouraged to 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 HOLA and HOY.
- 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. This will be left to the discretion of the subject teacher in liaison with the relevant HOLA and HOY.
- The reasons for absence must be judged to be valid by the College otherwise the student will receive a mark of 0. Taking a holiday at the time of an assessment is NOT considered a valid reason.



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- If three or more assessments are missed by a student due to absence, the student is asked to liaise with the relevant HOY and HOLA to organise alternative arrangements to complete all the missed assessments.
 - 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 Students:

- 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.
- Students in Years 10, 11 or 12 who are absent for in-class assessments for medical reasons must provide a medical certificate to the relevant classroom teacher or HOY via Direqt Message.
- If no medical certificate is provided, then a mark of 0 will be awarded for the missed assessment.
- If a student in Year 10, 11 or 12 misses an assessment and 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 mark for the missed assessment.
- Standardised marks will be awarded at the discretion of the subject teacher in liaison with the relevant HOLA and HOY.

Year 7 to 9 Students:


- Parents of students in Years 7, 8 and 9 are required to send a Direqt Message explaining the valid reasons for the student's absence to the relevant classroom teacher.
- If a student in Year 7, 8 or 9 misses an assessment and no email is sent to the relevant classroom teacher, 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.
- If a student in Year 7, 8 or 9 misses an assessment and the parent(s) sends a Direqt Message with a valid reason to the relevant classroom teacher and the student does complete the catch-up assessment to the best of their ability within a week, then the student will receive a mark.
- Standardised marks will be awarded at the discretion of the subject teacher in liaison with the relevant HOLA and HOY.

5. Out of Class Assessments

Students are provided with an opportunity to present evidence supporting their reason for failing to submit an assessment task. The classroom teacher, in consultation with the HOLA, will decide whether 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 to meet the deadline. Students who fail to submit work by the required date will incur a penalty. The penalty will be a deduction of 10% of their mark per day. Only in exceptional and justifiable circumstances will work submitted late be marked without penalty.

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 to complete the assessment program. The classroom 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.





6. 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.

A case-by-case approach will be taken to reach a fair and reasonable solution to school-initiated clashes 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.

7. Missed Examinations (Years 10, 11 and 12)

Parents must notify the relevant Head of Year who will liaise with the Director of Teaching and Learning prior to the examination. If a student will be absent due to illness; a medical certificate must also be provided to the College. The Director, in collaboration with the relevant HOLA, 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.

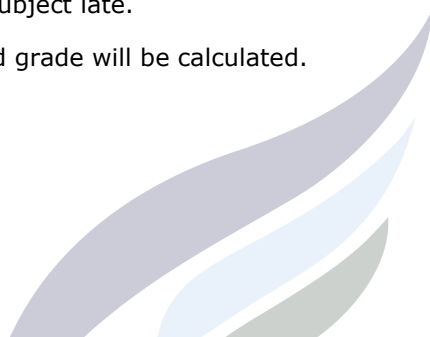
8. Students commencing a subject late

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 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.
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9. Reliability of Assessment (Breaches of Rules)

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

- Cheating is 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.

10. 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 classroom teacher. The parents will be informed, and the student will be counselled. In some cases, students may be required to re-submit the assessment.

11. 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.

12. Assessment Alterations - Disability or Sustained Medical Condition

A student who has a diagnosed disability 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 Learning Support. The Director of Teaching and Learning 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.

13. Appeals

Any student wishing to appeal their final grade in any subject or course is required to put their concern in writing to the Director of Teaching and Learning.





14. In-Class Assessment – Rules and 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 always supervised.

15. Year 12 Examination Rules and Regulations – Guidelines

- UNIFORM: Students must wear the College uniform (as specifically stipulated) for Examinations.
 - LEAVING THE EXAMINATION: Students are not permitted to leave the examination room early unless ill.
 - SEATING: Student must sit in their allocated seat. Each student will receive an individualised Examination slip, providing them with their SCSA number and the dates, times, and venue for each Examination. Students must bring this individualised slip with them to each Examination. Students with special conditions complete examinations in a different room to other students.
 - 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 20 minutes before the start of the examination as supervisors are required to go through a set procedure.
 - 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 Director of Teaching and Learning
 - 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.
 - SUPERVISORS: Examinations are mainly supervised by external staff. Students are required to always interact respectfully with all supervisors.
 - 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 the front reception and be attired in College uniform.
 - 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
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emergency), the student's parents should contact the Head of Year or the Director of Teaching and Learning 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.

- **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. 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 Director of Teaching and Learning who will then decide on an appropriate penalty.
- **ELECTRONIC DEVICES:** Mobile phones, tablets, watches of any kind, and media players must not be taken into the examination room. If, due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the 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.
- **WATCHES:** No candidate will be permitted to take a watch into the examination room unless they have an approved special examination arrangement.
- **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.
- **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.

