



# College Operation Guidelines

## ASSESSMENT

In line with the School Curriculum and Standards Authority (SCSA) requirements, the College Assessment Operation Guidelines are aligned with the:

1. [Policy](#) Standards for Pre-primary to Year 10: Teaching, Assessing and Reporting.
2. [Principles](#) of Learning, Teaching and Assessment.
3. [WACE-Manual-2024.PDF](#) Senior Secondary – Section 2.3.1
4. CEWA Executive Directive informing Curriculum, Assessment and Reporting.

The guidelines are designed with the view that the College procedures in relation to assessment, are applied fair and consistently ensuring equity is afforded to all students.

### Student responsibilities

It is the responsibility of the student to:

- maintain a good record of attendance, conduct and progress.
- initiate contact with teachers concerning absence from class and the impact this may have on assessment.
- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date.

### Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular course.
- provide students with access to a course outline and an assessment outline.
- ensure that all assessment tasks are fair, valid and reliable.
- provide students with timely assessment feedback and with guidance about how best to undertake future tasks.
- maintain accurate records of student achievement.
- meet College and external timelines for assessment and reporting.
- inform students and parents of academic progress, as appropriate.

### Parent / Guardian responsibilities

It is the responsibility of parents to:

- Monitor upcoming assessment dates on SEQTA-Engage.
- Communicate directly with teacher of any missed assessment via email, advising of absence and awareness of assessment to be missed.
- Supporting children to provide them with the best opportunity to complete the Assessment program of each course.

- Contact Head of Year to discuss extended absences and notify the College Deputy Principal in writing well in advance of absence.
- Provide a medical certificate when student is absent for examinations.
- Support their child to complete missed assessments.

In order to provide a clear understanding of assessment requirements and opportunities for academic success, students will be provided with the necessary course information at the beginning of each course of study undertaken.

**Course information to Years 7-10 students:**

- the Course Outline or Program
- an Assessment Outline for the course which includes the types of assessments and the approximate timing/due date of each assessment task.

**Course information to Years 11-12 students:**

- the School's Curriculum and Standards Authority syllabus.
- a course outline including content and the sequence in which it will be taught with approximate time allocations for each section.
- an Assessment Outline that includes:
  - the number of tasks to be assessed.
  - the approximate timing of each assessment task.
  - the weighting for each assessment task.
  - a general description of each assessment task.

This information will be available to students via SEQTA-Learn. Parents are encouraged to access these documents and discuss the due dates and assessment requirements with their child(ren) each term.

**Submission and completion of tasks.**

If an assessment task cannot be submitted directly to the teacher, it can either be submitted electronically to the teacher (student is to keep a record of the communication), or it can be submitted to the relevant Head of Learning Area/teacher-in-charge. Computer related problems before submission will not be a valid excuse for non-submission without prior and acceptable notification with the teacher.

In relation to out of class assignments, teachers will articulate a due date and due time for the task (eg. Commencement of class that day). In the case where only a due date has been articulated, the due time will be assumed to be 4.00pm. In the case where a student is absent from school on the day an assignment is due, the assignment should still be submitted electronically to ensure the deadline is met.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student or the parent/ guardian must discuss the matter with the teacher at the earliest opportunity before the scheduled date. ie significant illness, family trauma.

Where the reason for not submitting an assessment task or attending a scheduled in-class

assessment task is acceptable to the College, the student's assessment outline will, where possible, be adjusted and a grade assigned accordingly.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task without providing an acceptable reason, the teacher will advise the student and the parent/guardian/carer of the possible impact of the penalty on the student's grade.

Where an out-of-class assessment task is submitted after the due time, or is not submitted, and the student does not provide a reason in line with college procedures the following is applied;

- 10% reduction in the mark per day.

Where an assessment task is not completed at all, the student will receive a mark of zero. It is important to note that in the case a reduced or zero mark is recorded, the primary purpose for completing assessment tasks is to enable the student to receive feedback on their learning. Students are therefore encouraged to complete the task to benefit from the feedback.

### **Cheating, collusion and plagiarism**

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, i.e. as original, any work which:

- is prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert). Such a clause is also extended to the use of Artificial Intelligence (AI). For further details please see College Operational Guidelines – Use of Artificial Intelligence.
- is copied or downloaded from the internet without acknowledging the source.
- paraphrases or summarises the work of others. Sourcing or referencing the use of AI does not exclude its use from being considered cheating or plagiarism.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will communicate the details, including evidence, to the relevant Head of Learning Area responsible for the course. As part of this process, the student and the parent/guardian will be informed of the suspected inappropriate behaviour.

If it is demonstrated that a student has cheated, colluded or plagiarised, beyond reasonable doubt, one of the following penalties will apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.
- This would also apply where the validation of a task has been compromised across classes and at different times due to the actions of a student as above.
- Students who allow other students to copy their work will also be penalised.

### **Retention and disposal of student work**

In Years 11 & 12, all assessment material is required by the teacher when assigning grades at the completion of the pair of units. The Authority may request access to these

assessment files for moderation purposes so students must retain their files until the College's grades are approved by the Authority, at the conclusion of student appeals at the end of Term 4. As such students are asked to ensure that all assessment tasks are not disposed of until the following year.

### **Missed Assessments**

Where a student misses a scheduled in class assessment due to unforeseeable circumstances, ie. illness, family trauma etc. they are expected to complete the missed assessment during class time on their immediate return to the College. Where this is not viable due to ongoing illness or missed content, the timing may be negotiated between all parties prior to return to school.

Where completion of a missed assessment is not viable during class time an alternative time may be negotiated with the Deputy Principal – Teaching and Learning.

Failure to complete the missed assessment as per these procedures will result in a zero being awarded.

### **Absence during Term time**

The College does not assume to inform families as to how they live their lives, however in withdrawing students from the College during Term time for any other reason than illness or family trauma, it must be acknowledged that this does have significant academic consequences. Most notably it can place students at considerable risk of attaining the Western Australian Certificate of Education (WACE).

Such absences must be communicated to the Deputy Principal – Teaching and Learning well in advance of the absence.

These types of absences can severely impact the learning experience of a student and impact their ongoing learning and progress. During such absences the College does not provide students with missed work as this has an impact on staff time and proves detrimental to the experience of students at school. However, students are encouraged to remain up to date across all courses through SEQTA.

Students who miss a scheduled assessment during this time may negotiate an alternative time to sit the assessment with the teacher, however in order to maintain the validity of the assessment and in fairness to all students, this is rarely possible. Students who miss an assessment and it is not viable to sit at an alternative time will be awarded a zero.

### **Examinations**

The procedures outlined in these operation guidelines do not extend to Examinations. The procedures for examinations are far more stringent in line with SCSA Policy. Please see College Operational Guidelines – Examinations.