



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](#) for Pre-primary - Year 10: Teaching, Assessing and Reporting.
2. [Principles](#) of Learning, Teaching and Assessment.
3. [WACE Manual 2026](#) Senior Secondary – Section 2.3.1
4. CEWA Executive Directive informing Curriculum, Assessment and Reporting.

Assessment Guidelines

These guidelines ensure that the College's assessment procedures are applied fairly and consistently, with equity 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 regarding any absence from class and its potential impact 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 course.
- provide students with a course outline and an assessment outline.
- ensure that all assessment tasks are fair, valid and reliable.
- provide students with timely feedback on assessments and guidance on how to best approach future tasks.
- maintain accurate records of student achievement.
- meet all 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/guardians to:

- monitor upcoming assessment dates on SEQTA Engage.
- communicate directly with the teacher via email regarding any missed assessment, advising of the absence and awareness of the task.
- support their child to give them the best opportunity to complete the assessment program for each course.

- contact the Head of Year to discuss extended absences and notify the College Deputy Principal in writing well in advance.
- provide a medical certificate when a student is absent for examinations
- support their child in completing any missed assessments.

At the beginning of each course, students will be provided with the necessary course information to ensure they have a clear understanding of assessment requirements and opportunities for academic success.

Course Information – Years 7–10

- Course Outline / Program.
- Assessment Outline, including the types of assessments and the approximate timing or due date of each task.

Course Information – Years 11–12

- School Curriculum and Standards Authority (SCSA) syllabus.
- Course outline, including content, teaching sequence and approximate time allocations for each section.
- 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 due dates and assessment requirements with their child(ren) each term.

Artificial Intelligence

The College supports the ethical and responsible use of Artificial Intelligence (AI) to enhance learning and develop essential AI capabilities. The unauthorised use of AI to generate or substantially complete assessed work, or the submission of AI-generated content as one's own, constitutes a breach of academic integrity. Refer to the College's [Use of Artificial Intelligence](#) guidelines for further information.

Submission and Completion of Tasks

If an assessment task cannot be submitted directly to the teacher, it may be submitted electronically (with the student retaining a record of the communication) or delivered to the relevant Head of Learning Area or teacher-in-charge. Computer or technical issues will not be accepted as a valid excuse for non-submission without prior notification to the teacher.

Teachers will clearly state a due date and due time for out-of-class tasks (e.g., commencement of class on that day). Where only a due date is specified, the default due time is 4:00 pm. If a student is absent on the due date, the task must still be submitted electronically to meet the deadline.

Where health issues or other personal circumstances may prevent a student from completing an in-class assessment, the student or parent/guardian must contact the teacher at the earliest opportunity before the scheduled date.

Where the reason for missing an assessment task is acceptable to the College, the student's assessment outline will be adjusted where possible, and a grade awarded accordingly. A doctor's certificate is required for students who miss a scheduled assessment, due to health issues.

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

Late Submission Penalties

Where an out-of-class assessment task is submitted late without an acceptable reason, a 10% reduction in the mark will be applied per day. Tasks not submitted at all will receive a mark of zero.

Students are strongly encouraged to complete all tasks even if a reduced or zero mark is applied, as the primary purpose of assessment is to provide feedback on learning and support future improvement.

Cheating, Collusion and Plagiarism

All work submitted for assessment must be the student's own. Students must not submit as their own any work that:

- has been prepared or substantially contributed to by another person (including another student, tutor, family member or expert).
- is copied or downloaded from the internet without proper acknowledgment of the source.
- paraphrases or summarises the work of others without appropriate referencing.

This includes the use of Artificial Intelligence. Sourcing or referencing AI-generated content does not exempt it from being considered a breach of academic integrity.

If a teacher suspects cheating, collusion or plagiarism, they will provide details and evidence to the relevant Head of Learning Area. The student and parent/guardian will be informed.

Where a breach is established beyond reasonable doubt, one of the following penalties will apply:

- a mark of zero for the entire assessment task, or
- a mark of zero for the part of the task that is not the student's own work.

Students who allow others to copy their work will also be penalised. This includes situations where task validity has been compromised across classes.

Retention and Disposal of Student Work

In Years 11 and 12, students must retain all assessment materials until the College's grades are approved by the Authority at the end of Term 4 (following any appeals process). The Authority may request these materials for moderation purposes. Students should not dispose of assessment tasks until the following year.

Missed Assessments

Students who miss a scheduled in-class assessment due to unforeseeable circumstances (such as illness or family trauma) are expected to complete the task at the earliest opportunity upon their return to school, usually during class time. Where this is not feasible (due to ongoing illness

or missed content), an alternative arrangement may be negotiated with the teacher or Deputy Principal – Teaching and Learning prior to the student's return.

Failure to complete a missed assessment in accordance with these procedures will result in a zero mark.

Absences During Term Time

The College recognises that families make their own decisions; however, withdrawing students during term time for reasons other than illness or family trauma can have significant academic consequences, including placing a student at risk of not attaining the Western Australian Certificate of Education (WACE) in Year 11 and 12.

Such absences must be approved in advance by the Deputy Principal – Teaching and Learning. The College does not provide missed work for these absences, as this affects staff workload and the overall learning environment. Students are expected to remain up to date via SEQTA.

Students who miss an assessment during an approved absence may negotiate an alternative time with the teacher. However, due to the need to maintain validity and fairness, this is rarely possible. Where an alternative time is not viable a zero mark will be awarded.

Examinations

The procedures in these guidelines do not apply to formal examinations. Examination procedures are more stringent and align with SCSA policy. Please refer to the College's [Examinations guidelines](#).