Senior School Assessment Policy
INTRODUCTION
This policy is provided to all senior students and is based on Curriculum Council requirements. The policy has been developed so that students, parents and teachers are aware of their responsibilities in the assessment process.

STUDENT RESPONSIBILITIES
- Complete all course requirements by the due date.
- Maintain an assessment file for each course and make it available whenever required.
- Maintain a 90% attendance rate, good conduct and academic progress. Please refer to the Senior School Good Standing Policy for further details. Students are required to complete any missed work that occurred as a result of their absence.
- Initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of due date for assessment tasks and other issues relating to assessment, in advance where possible.

TEACHER RESPONSIBILITIES
- Develop a teaching and learning program that meets the syllabus requirements.
- Provide students with a copy of the syllabus, course outline and an assessment program at the start of the course.
- Ensure that assessments are valid, fair and reliable.
- Provide students with timely assessment feedback and guidance.
- Meet school and external timelines for assessment and reporting.
- Inform students and parents of academic progress as appropriate.
- Advise parents, by means of a Letter of Concern, when a student is at risk of not achieving a C grade.

PARENT RESPONSIBILITIES
- Monitor student progress and make contact with the school/teachers as required.
- Attend parent information and reporting sessions.
- Encourage and support your child to realize their potential.
- Ensure contact details are accurate and up to date.

INFORMATION PROVIDED TO STUDENTS
At the start of each course the teacher will provide a printed copy of the following to each student:
- The course syllabus
- A course outline that includes at least the following information:
  - The content
  - The sequence in which the content will be taught and the approximate time to teach each section
- An assessment outline that includes at least the following information:
  - the number of tasks.
  - a general description of each assessment task
  - the weighting for each assessment type
  - a general indication of the content covered by each assessment task
  - an indication of the outcomes covered by each assessment task
  - the approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the due dates for significant stages of each extended task)
  - Course and assessment outlines are available on the school website.

INFORMATION PROVIDED TO PARENTS
- A grade (A,B,C,D,E) is assigned for each course and to achieve a grade students are required to:
  - Submit all out-of-class assessment tasks for marking on the due date.
  - Attempt all in-class assessment tasks on the scheduled date.
  - Attempt any examinations scheduled for a particular course.

If a student is absent from class, for any reason, their ability to achieve to their potential is diminished. Extended periods of absence will result in lower levels of achievement. If a student has not completed sufficient work to assign a grade a U notation will be given. A ‘U’ notation will result in no record of this course on the student’s Curriculum Council Statement of Results and will affect their achievement of a WACE.

SCHEDULED ASSESSMENT TASKS
Failure to attend a scheduled in-class assessment task or submit on time, an out-of-class assessment task may result in the student receiving a lower grade than expected at the end of the course.

Acceptable reasons for non submission/late submission of work, non completion of tasks
Where the student provides a reason acceptable for the non-submission or non-completion of an assessment task, the Head of Learning Area/Teacher-In-Charge, in consultation with the teacher will:
- negotiate an adjusted due date for an out of class assessment task or an adjusted date for an in class assessment task (generally within two days of the student’s return) or
- re-weight the student’s marks for other tasks (if there is sufficient evidence to assign a grade)
- decide on an alternate assessment task or
- estimate the student’s mark for the assessment task on the basis of their marks in similar tasks

Absence from a scheduled assessment task (including tests) must be explained by one of the following:
- medical certificate
- A letter from the parent (confirmed by a telephone call) covering sickness or extreme circumstances may be accepted on the first occasion. However subsequent occasions will require a medical certificate or Head of Learning Area/ Teacher-In-Charge/ parent meeting.

In cases where there is no satisfactory explanation of an absence from a scheduled assessment task, or alternative arrangements cannot be made, the student will receive no mark (a zero) for that task, and will be at risk of receiving a D or E grade. The Head of Learning Area or Teacher-In-Charge will be the final arbiter in matters concerning absence and missed work.
EXAMINATIONS

A written examination will be held in all Stage 2 or 3 courses at the end of Semester 1 and at the end of Semester 2. All Stage 2 and 3 courses studied in Year 12 will have an external examination. In some courses a practical exam will also be held. Examinations may be held in Stage 1 courses where considered appropriate.

Examinations are typically 2.5 or 3 hours in Year 11 and 2.5 or 3 hours in Year 12. The examination timetable and a copy of the examination rules will be issued to students at least 2 weeks before the commencement of the exam period. Examinations are compulsory for Stage 2 & 3 courses, and students must make a genuine attempt to complete all scheduled examinations.

- Absence from an examination must be explained by a medical certificate with prior notification by letter or telephone call from the parent/guardian.
- The school, through the Head of Senior School, will advise of a suitable alternative arrangement. Please note that under no circumstances will a student be given permission to sit a scheduled exam/assessment task prior to other students in a course.
- Participating in a family holiday will not be accepted as a valid excuse for non-attendance at an examination.

MODIFICATION OF THE ASSESSMENT OUTLINE

- When a student’s disability or specific learning difficulty does not allow them to complete a particular assessment task, the teacher may modify the task. This will normally occur in consultation with the Head of Learning Area/Teacher-In-Charge and specialist staff.
- When a student’s cultural beliefs do not enable them to complete a particular assessment task, the teacher may modify the task in consultation with the Head of Learning Area/Teacher-In-Charge.
- In the above cases, an individual education plan will be developed showing any modifications to the assessment outline for the course.
- When a student’s personal circumstances limits their capacity to complete a particular assessment task, the teacher, in consultation with the student and others involved, may negotiate a variation to submission dates. The teacher will consider fairness for all students when making decisions about adjusting timelines for a particular student.
- If circumstances change during the teaching of a course that requires the teacher to make adjustments to scheduled tasks, then an amendment to the assessment outline clearly indicating the changes will be provided to students.

CHANGES OF COURSES

When a student commences a course late they are at risk of being disadvantaged compared to others in the class. An application to transfer is made through the Head of Senior School and must include a note from parents. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the new course.

- All course changes are subject to the ability of the school to provide for the change, and must have written support of parents (and consultation with the class teacher). Course changes must be organised through the Head of Senior School.

The deadlines for changes are:

- Week 4 of Term 1 for all Semester 1 and full year courses
- Week 2 of Term 3 for all Semester 2 courses

Generally, students cannot be given credit for work not completed in the course. However, where possible:

- Students will be given the opportunity to complete assessments missed and gain credit.
- Recognition of comparable assessment of the syllabus will be used. These marks may need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class.

TRANSFER FROM ANOTHER SCHOOL

It is the responsibility of any student who transfers into a class from the same course at another school to provide the school with details of all completed assessment tasks. The Head of Senior School will contact the other school to determine:

- The part of the syllabus that has been completed
- The assessment tasks that have been completed
- The marks/ratings awarded for these tasks

The Head of Learning Area/Teacher-In-Charge will:

- Determine how the marks from the previous school will be used
- Determine the additional work, if any, to be completed
- Determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned

CHEATING, COLLUSION AND PLAGIARISM

All work in each individual assessment task must be the work of the student. Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage). If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Learning area/Teacher-In-Charge. As part of this process, parents/guardians will be notified, and the student will be provided with the right of reply.

- Collusion is when a student submits work that is not their own for assessment.
- Plagiarism is when a student uses someone else’s words or ideas without acknowledging that they have done so. That is, a work is essentially copied.
- Students shown to have cheated in assessed work or in examinations will not receive an assessment for that task.
- If work is not the original product of the student it will be awarded zero marks.

SECURITY OF ASSESSMENT TASKS

Where there is more than one class in a course most or all the assessment tasks will be the same. To ensure that no students are unfairly advantaged, the question papers used for in class assessment tasks will be collected at the end of the lesson. In their own interests, students must not discuss the nature of the questions with students from other classes until all classes have completed the task.
REPORTING ACHIEVEMENT

Students will be informed of their progress throughout their course. Teachers regularly assess completed tasks, and relay assessment information to the student promptly. Parents will be informed about a student’s progress.

Both students and parents/guardians will be informed via a Letter of Concern when it is identified that there is a risk of:

- not completing the course
- not achieving their potential and/or failure

Kalamunda Senior High School reports student achievement at the end of Semester 1 and Semester 2. The reports provide a comment by the teacher for each course and the following information.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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| • A grade for the course  
  • A mark 1 (based on the weighted combination of the marks for all assessment tasks in the course, including the Semester 1 exam)  
  • The mark in the Semester 1 exam | • A grade for the course  
  • A mark (based on the weighted combination of the marks for all assessment tasks in the unit, including the Semester 2 exam)  
  • The mark in the Semester 2 exam |

1 In year long courses, the mark and grade will not be finalized until after the Semester 2 exam (as this exam covers the whole course). In this case, an estimated mark and grade are reported at the end of Semester 1.

In Year 12 a final Statement of Results is issued prior to students leaving the school. All grades reported are subject to Curriculum Council approval at the end of the year. The parent/guardian will be notified of any changes to that result from the Curriculum Council’s review of the student results submitted by Kalamunda Senior High School.

For all Stage 2 and 3 course units, a statistically adjusted school mark is reported by the Curriculum Council on the student’s final Statement of Results. Details of the marks adjustment process are available on the Council website at:

www.curriculum.wa.edu.au/Senior_Secondary/Exam_Information/Your_Marks/

Information about calculating the ATAR for university entry is available on the TISC website at

www.tisc.edu.au

REVIEWING MARKS AND GRADES

When a student considers that there is an issue about the marking of an assessment task or about the grade assigned for a course they should, in the first instance, discuss the issue with the teacher.

If a marking or grading issue cannot be resolved through discussion with the teacher then the student or parent/guardian should approach the Head of Learning Area/Teacher-In-Charge.

The student or parent/guardian can request, in writing, that Kalamunda Senior High School conducts a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- The assessment outline for the course does not meet Curriculum Council requirements.
- The assessment procedures used in the class do not conform with the school’s assessment policy.
- Procedural errors have occurred in the determination of the mark and/or grade.
- Computational errors have occurred in the determination of the mark and/or grade.

The Head of Senior School or Associate Principal, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student and parent/guardian.

If this review does not resolve the matter, the student (or parent/guardian) may appeal to the Curriculum Council. Council representatives will then independently investigate the situation and report to the Council’s appeal panel. If the panel upholds a student appeal, Kalamunda Senior High School will make any required adjustments to the student’s mark and/or grades and re-issue reports as necessary.