



## **ASSESSMENT POLICY – HIGHER SCHOOL CERTIFICATE (HSC)**

The purpose of this policy is to ensure assessment at our school meets NESA HSC assessment requirements is delivered in a manner that is authentically equitable, measures student learning outcomes and serves to provide information to the teacher, student and parent that clearly articulates progress and where learning should next occur.

This policy is applicable to mainstream students. Students studying the Special Education Life Skills Courses will follow a different assessment program.

### **A. Assessment Protocols for Higher School Certificate Courses**

#### **1. Assessment Notification**

- Students will be given a copy of each subject's assessment schedule at the beginning of the school year and an all subject/full year assessment calendar.
  - Students commencing their HSC year will receive a detailed booklet (organised by the Deputy Principal in charge of their Year group) within the first two weeks of the HSC Course.
- All task notifications will be handed out at least two weeks prior to the due date.
- All tasks and/or notification of tasks will be uploading onto the school website and 'skoolbag' app.
- Upon issue of the assessment notification the teacher will explain to students:
  - the requirements of the task
  - the learning outcomes being measured
  - the marking criteria and weighting of the task.
- Assessments can include, but are not limited to: in-class tasks, take home tasks research tasks, formal and yearly examinations, oral tasks, aural tasks, presentations, projects and field work (Note – Some HSC tasks have a mandatory component set by NESA).
- Students will be asked to sign the Assessment Notification Form to state that they have received notification of the task and again when they submit the task.
- Students will sign the Assessment Submission Form when they submit the task (with the exception of electronic submission).
- Students are expected to ask questions, seek clarification about the task as required and obtain feedback on any drafts submitted before the submission date and in a reasonable timeframe.
- Students are required to complete all assessment tasks.

## **2. Due Dates**

Hand-in assessment tasks are due by 2.50pm of set date. Fridays should not be a due date.

In-class tasks require students to be present and at school for the entire school day, present in class for the task and in meaningful engagement with the task.

## **3. Extensions**

Students may request an extension (due to illness or other extenuating circumstances) which may be approved by the Senior Executive prior to the due date. Students may not request an extension on the due date of the task. Extensions may only be granted by the Senior Executive.

## **4. Feedback**

Teachers will provide students with timely, substantial and meaningful feedback on all assessments. This feedback will enable students to reflect on the quality of their work and provide students with direction in terms of:

- What knowledge and skills were demonstrated?
- What knowledge and skills were not demonstrated, but required?
- Advice on how to develop the required knowledge and skills
- Feedback can be oral and/or written, formal and/or informal (reflecting the significance and complexity of the task) and can be generalised for the cohort and/or individualised.

## **5. Reporting**

All teachers will:

- report on students' learning progress and achievement.
- utilise the stated assessment tasks and other agreed measures which may include faculty moderated consistent teacher judgement to ensure that students' learning progress is equitably assessed.
- ensure there is a consistency of grade allocation that reflects an accurate measurement of student learning outcomes, against course performance descriptors and using a range of assessment tools.
- ensure they know about, and adhere to, whole school reporting timelines.
- ensure that copies of a range of student assessment tasks for a variety of grades are stored in physical and/or electronic form to meet NESAs requirements and ensure consistent teacher judgement.
- in the half-yearly and end of course reports, record exam mark and rank (where applicable) and course rank.

## **6. Mark allocation**

For individual assessment tasks, faculties will allocate marks and may also choose to allocate an associated grade. When a mark is allocated, they must ensure that the marking scale aligns with grade bands and course performance descriptors.

At the end of each semester, Head Teachers are required to work with staff to collate assessment marks/grades and make an on-balance professional judgement against NESAs course performance descriptors to allocate a grade. Systems used to do this must be transparent and consistent.

## **B. Non Compliance with Assessment Protocols**

### **1. Late Submissions**

If a task is submitted AFTER the end of the class allocated time or 2:50pm on the due date:

- a reduction in mark/grade equivalent to 20% per school day will be applied
- zero will be awarded for task submission 6 days or more past due date
- parents will be notified via an N Determination Warning Letter

### **2. Absences**

If a student is absent on the day of an assessment task, it is their responsibility to see their teacher or the faculty Head Teacher in order to submit relevant documentation outlined below and complete or submit the task upon their return. Explained absences will result in an allocation of class time for task completion or a new submission date as required.

Occasionally, it is not in a student's best interest to engage with an assessment task (e.g. mental wellbeing). In these instances, a member of the Senior Executive may make the decision to allow the student to be given an estimate based on the learning demonstrated at other times during the course.

Failure to provide documentation about their absence will result in:

- zero will be awarded for the task
- parents will be notified via an N Determination Warning Letter

#### **HSC:**

Students will be made aware that there is an expectation they are available for all assessments and only:

- in the most exceptional circumstances AND
- on receipt of an individual letter of request

will assessments be moved or altered to accommodate avoidable absence. This is in line with the NESAs rules associated with all HSC assessment procedures.

#### *a) Absence due to Illness*

Where a student is absent and does not submit a task due to illness a Doctor's certificate (*that indicates the illness on the due date of the task and should not be backdated*) AND a letter from home **MUST** be submitted on the day of return.

#### *b) Absence due to Misadventure*

Misadventure is a serious incident/situation that warrants consideration. Where a student is absent due to misadventure and does not submit a task:

- a letter from home AND/OR
- other substantial documentary evidence

**MUST be submitted on the day of return.**

#### *c) Planned Absence due to Commitments*

If a student knows about the absence in advance (work placement, unavoidable community commitment), the subject Head Teacher will work with the student and family to provide an alternate or adjusted

task that is to be completed PRIOR to or AFTER the absence as deemed appropriate.

### **3. Truancy**

It is unacceptable for a student:

- to truant an in-class assessment task
- truant any period prior to the time of submission for an assessment task
- truant the period of an in-class assessment task in order to complete/prepare for a task

### **4. Non Serious Attempt**

If a student makes a non-serious attempt in a hand-in or class based examination they will be issued a Warning of an 'N' Determination stipulating that they will be required to re-do/re-submit the task by a revised date.

The student will receive a mark of zero for that task but be entitled to written feedback from the teacher on the revised submission.

### **5. Academic Misconduct**

If it becomes apparent that a student has cheated, plagiarised (with or from another student or a resource) or disrupted an examination the Principal is to be informed. The Head Teacher, Deputy Principal and Principal will assess the individual circumstances.

Parents will be informed of the situation, NESAs Liaison Officer advice will be sought and marks/grades may be adjusted and other consequences may be put in place. These will vary in accordance with the proportion of the work deemed compromised and may include:

- A percentage reduction in mark including a potential zero grade
- Warning of Suspension
- Suspension
- Negative referral on SENTRAL
- After School Detention

### **Assessment Protocols for Life Skills Courses**

For each of these courses, ongoing assessment is carried out within the classroom and the workplace. For Years 10-12 a record of student achievement of course outcomes is maintained in a personalised Profile of Student Achievement. As the student demonstrates that they have achieved a learning outcome, the relevant section of the Profile of Student Achievement is signed and dated by the relevant teacher and recorded with NESAs by a determined date.

Before the student leaves school in Year 12, the Profile of Student Achievement is verified by the Principal as a true and accurate record of all learning outcomes achieved by the student.