



ST FRANCIS' SCHOOL ASSESSMENT PROCESSES & PRODECURES

1. ASSESSMENT OF STUDENTS

Nature of Assessment

The purpose of assessment is to assist and enhance learning. It is a continuous and comprehensive process of monitoring a student's progress toward the achievement of stated outcomes, and is an integral part of the teaching and learning process.

Cheating, Collusion and Plagiarism

Students shown to have cheated, colluded or plagiarised in assessed work or in examinations will receive a mark of zero (0) for that task.

Cheating is when a student uses unauthorised materials or does not adhere to the guidelines outlined in the instructions for the conduct of in-class assessments/examinations.

- Cheating will be assumed if a student communicates with others during the assessment.
- During an in-class assessment students should only have on their desk any items required to complete the task. Failure to comply with this may result in cheating being assumed by the supervising teacher.
- Mobile phones are to be left in lockers or handed to teachers prior to the commencement of the in-class assessment/examination. Failure to comply with this will result in the student being awarded a mark of zero (0) for that task as cheating is assumed.

Collusion is when students submit 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 i.e. copied work.

2. YEAR 10 SUBJECTS AND WACE COURSES (SCHOOL CURRICULUM AND STANDARDS AUTHORITY DEVELOPED)

Statutory Requirements

For all WACE courses, assessment requirements are published by the School Curriculum and Standards Authority (SCSA) and are included in the SCSA syllabus statements. These provide a common basis against which schools can justify their grades, assessment ratings or marks if called to do so by parents or students. Adherence to the course objectives, assessment and other guidelines described in the syllabus statements is mandatory.

Grading

Grades are assigned following the completion of a Subject/Course and must be made with reference to a pre-determined set of standards.

Grades can be interpreted in the following way:

- A - Excellent Achievement
- B - High Achievement
- C - Satisfactory Achievement
- D - Limited Achievement
- E – Very Low Achievement

Information to Students

The following information will be made available to students at the beginning of each assessment period for each subject/course.

- The assessment outline
- A copy of the accredited syllabus document as published by the SCSA or Saint Francis school outline for Year 10 subjects
- The weighting placed on each assessment
- The number of assessments and the approximate timing of each assessment
- The course outline and/or teaching and learning program.
- Information on accessing the grade descriptions for the stage of the course they are studying.

3. SUBMISSION OF ASSESSMENT TASKS

- Due dates are to be clearly outlined and published. Where adjustments are made to these dates, it should be done in consultation with students and teachers.
- Assessments being submitted outside of class time are required to be received by 3:30pm on the due date.
- Students may be able to negotiate an extension (if class time has been used effectively), however the onus is on the student to make the approach and articulate the circumstances behind the request, before the date on which the assignment is due. The request for an extension must articulate, in writing, the circumstances behind the delay. The granting of an extension is at the discretion of the class teacher.
- Assessment tasks submitted late are subject to penalty where extensions have not been requested and granted. This penalty will be commensurate with that given when an assessment task has not been submitted without satisfactory explanation for non-submission. Parents will be notified when assessment tasks are not submitted or frequently not submitted on time (see section 4/5).
- Students who leave early for holidays will be expected to hand assignments in before leaving if they wish for them to be included as part of their assessment. Group-work may be negotiated with the class teacher. In class assessments will receive a zero mark.
- Students who take holidays during term time must complete the necessary documentation to advise the school of their intended absence (as outlined in the *Student Attendance Procedures available via School Website*).

4. CONSEQUENCES OF FAILURE TO SUBMIT WORK

General Procedures

- Where there is a valid reason (e.g. illness, urgent appointment) for a student missing an assessment or failing to complete an assessment, it is reasonable that that student not be disadvantaged for doing so and be given the opportunity, where feasible or possible, to sit or complete the assessment at a later date.
- Where a student completes an assessment, in or out of class time, beyond the due date consideration must be given to the validity of that student's assessment.

Tests/In-Class Assessments

- If a student is absent on the day of an in-class assessment then it is the student's responsibility to provide written notification of their absence to the teacher upon their return in order for the student to complete the assessment immediately.
- If the student is absent for a longer period of time, parents will need to notify the school and arrangements will then be negotiated.

Year 10 Subjects and WACE Courses

If a student submits an assessment task late without negotiating an extension date with the teacher prior to the submission date a penalty may be imposed. If a penalty is imposed the following will be applied:

- For each day late a deduction of 20% of the marks awarded for the task
- After 5 days late a zero mark will be awarded for the task, however; the assessment must still be submitted to meet subject completion requirements

Note: a weekend is considered as being the equivalent of 1 day.

Where a student fails to submit an assessment that student will not receive any marks for that assessment.

An example: If a student hands in a research assignment one day late, for which he/she received a mark of 15/20 then 20% of 15 marks = 3.0 marks are taken off, so a final mark of 12/20 is given for the research assignment.

Externally Set Tasks (ESTs) Year 12

An EST is a common task that all students enrolled in a General course and a Foundation course will do in Semester One of Year 12. The task is set by the SCSA and is worth 15% of the final mark for that pair of units. ESTs are marked by the student's teacher/s using a marking key provided by the SCSA. Preliminary course do not include ESTs.

- Students are required to complete an EST for each General and/or Foundation course they are enrolled in.
- The EST will be administered in Term 2 of Year 12 in a period prescribed by SCSA.
- The EST is administered under invigilated conditions following protocols provided by SCSA

Completion of a WACE Course

In order to complete a WACE Course and be eligible to receive a grade, a student must complete the structured educational program and assessment program for that Course.

- A student is required to be present for the duration of the school year
- It is a student's responsibility to be present for all assessment tasks and to submit all assessments by the due date.

Failure to Complete a WACE Course Assessment Program

- For WACE Courses there are prescribed requirements for the completion of an assessment program, and these must be adhered to by the school.
- Failure to complete the Course requirements may result in the student receiving a 'U' notation for a Year 11 course.

5. ABSENCES FROM ASSESSMENT TASKS

- Students who are absent from class work and assessments due to genuine sickness, injury, on compassionate grounds or in other accepted extenuating circumstances, *will not be disadvantaged*. Upon the student's return to school, *and the provision of written evidence* to the teacher explaining the valid reasons why the assessment was missed, the student may sit for a similar assessment task.
- Where a student studying a Subject/Course is absent from an assessment due to genuine sickness or injury written confirmation of the illness/injury must be provided immediately upon the student's return to school. If no written confirmation is presented then a zero (0) mark will be recorded.
- Where a student is absent from a camp or expedition that is a component of the assessment program of the course/module due to illness or injury a medical certificate is to be provided to the teacher either before the departure date or immediately the student returns to school. If the medical certificate is not presented then a zero (0) mark may be recorded.
- Where a student is absent from a camp or expedition that is a component of the assessment program of the subject/course due to sporting commitments a letter from the relevant sporting organisation must be provided at least one (1) week prior to departure. If no written confirmation is presented then a zero (0) mark will be recorded.
- When a student is absent due to attendance at school related and sanctioned activities, it is the student's responsibility to ensure that assessment tasks are submitted prior to the absence. Where such as absence entails missing a scheduled in-class assessment it is the student's responsibility to gain the teacher's permission for the absence to occur, and to make alternative arrangements for the completion of the assessment
- When a student is absent for a reason not sanctioned by the school provision will not be made in the assessment schedule to accommodate this absence. *Please refer to the Student Attendance Procedures*
- The school will not provide individual programs of work for students who are absent due to holiday commitments. It is the student's responsibility to ensure that they complete the necessary work they will be absent for. This work should be completed before they resume attendance at school. *Please refer to the Student Attendance Procedures available via School Website.*

Chronic or Frequent Absence

- Where a student sustains chronic absence due to illness or injury, the school should liaise with the parents to discuss alternative completion requirements for assessment tasks, and the provision of alternative opportunities

- to complete the requirements of the educational program
- In subjects and WACE Courses if a student is absent from class, their ability to achieve to their potential is diminished. Extended absence frequently results in lower levels of achievement, which may have WACE implications. Extended absences should only occur after consultation with parents, and the Principal.
- In Year 10, frequent absence from class diminishes the student's ability to demonstrate achievement for that subject.

6. RESPONSIBILITIES

The Subject Teacher

Classroom teachers are responsible for ensuring that:

1. An assessment program is established for each subject and distributed to the students at the start of each subject/course.

- Adequate time is to be given to students to complete the task and major tests require at least one week's advance notification. Frequency and timing of assessments are not to interfere with the process of learning, creating undue stress on students and teachers.
- Assessments are not to be scheduled at the following times:
 - On the day immediately after major School carnivals or events

2. At the commencement of an assessment task students are to receive a task outline covering:

- Learning outcomes to be assessed
- Task to be completed
- Criteria for achievement

3. At the conclusion of an assessment task students are to receive:

- Timely feedback on the completed task
- Access to a marking key on which judgements have been made

4. Supervision of in-class assessment items:

- Teachers must actively supervise all in-class assessments to ensure students are not gaining an unfair advantage by engaging in cheating practices.
- During an in-class assessment students should only have on their desk any items required to complete the task. All other items should be placed on the floor with any books or other materials placed face down.
- Mobile phones are to be left in lockers or handed to teachers prior to the commencement of the in-class assessment/examination.

The Students

Students are responsible for ensuring that they:

- Familiarise themselves with all rules regarding cheating, collusion and plagiarism
- Familiarise themselves with the assessment program
- Perform all assessment tasks that are part of the assessment program as required by the teacher to enable a fair and valid achievement to be determined.
- Submit all assessments directly to the teacher and by the due date
- Keep all completed assessments in a specific subject file or portfolio as required by the teacher.
- Allow parents to view and sign assessment tasks as directed by the teacher
- Where a student is absent for an assessment, or does not complete a home learning task, to provide adequate reason to the teacher from their parent/care giver.

The Parents/Carers

Parents/Carers are responsible for ensuring that they:

- Familiarise themselves with the assessment program
- Are aware of all assessment requirements that students have as part of their learning
- Are actively involved with a student's learning and oversee the completion of all home learning requirements
- Liaise with the school to ensure that where home learning tasks have not been completed the school has been notified of the reason for this
- Be informed about what students are learning and involved in a student's learning
- Model good learning practices for students, and become involved in assessment whenever required by the

teacher

- Discuss assessment feedback with students, and provide feedback to teachers when requested
- Monitor student's work throughout completion of a task
- View, discuss and sign marked assessment tasks
- Make contact with the class teacher if a child is frequently performing at an unsatisfactory level
- Provide written explanation when their child is absent at the time of an assessment task.

7. APPEAL PROCEDURES

It is only just that students have some right of appeal with regard to the marking, assessing and grading of pieces of work.

- Appeals against school assessment will only be considered on the grounds of incorrect use by the school of subject/course assessment structures and guidelines.
- The teacher's judgment of the weighting of the individual assessment tasks for the subject/course is not subject to review.
- Students seeking an assessment review must make written application to the school within five (5) days of the release of school assessments.
- An "Application for Review of Assessment" may be obtained from the Principal. The merits of the application are at the discretion of the Principal.
- In the case of a "re-marking" request of an individual assessment item, access does exist. It should only occur after the student has been made aware of the relative worth and detail required of the sections in question by the teacher. The student's "re-mark" can mean a score adjustment.

Appeals to the School Curriculum and Standards Authority (SCSA) – Years 10 to 12

Applications to the SCSA for appeal against school assessment will not be considered unless an assessment review has been completed by the school. The appeal form is available in the WACE Procedures File. Student appeals must be lodged at the SCSA with the required fee and the school's written review by the closing date specified in the WACE activities schedule.

8. VET CERTIFICATE COURSES

Assessment

Assessment takes place as Units of Competency. All Elements and Performance Criteria must be deemed competent by the assessor on **TWO (2)** occasions prior to a unit being completed. All Units of Competency must be completed to a competent standard for the student to achieve the Certificate qualification.

Grading

Grading for units are by competency: **Competent** or **Not Competent**. Students are advised to work to the best of their ability in all assessments as there are opportunities for external awards.

Information to Students

The following information will be made available to students:

- A copy of the Units of Competency as published by the ISC (Industry Skills Councils)
- A copy of the proposed assessment schedule
- The course outline
- All students will need to complete an induction program

Submission Of Assessment Tasks

- Due dates are to be clearly outlined and published. Where adjustments are made to these dates, it should be done in consultation with students and teachers.
- Assessments being submitted outside of class time are required to be received by 3:30pm on the due date.
- Students may be able to negotiate an extension before the date of which the assessment is due. The granting of the extension is at the discretion of the class teacher.

Consequences Of Failure to Submit Work

Theory/In-Class Assessments

- Where there is a valid reason for a student missing an assessment, or failing to complete an assessment, it is reasonable that the student not be disadvantaged for doing so and be given another opportunity to sit or complete the assessment at a later date.
- Any student who completes an assessment that is deemed to be not competent will be required to submit an alternative task. Failure to complete an alternative task will result in the student not completing the Certificate course.

Practical Assessments

- Students completing practical assessments and Units of Competency are required to participate in all the practical sessions organised.
- Students are required to attend excursions, interviews and external assessments as planned by the teacher; failure to attend will result in the student being required to complete the Unit of Competency **in their own time**.
- Failure to complete a Unit of Competency will result in the student not completing the Certificate course.

Declaration of Authenticity

All students are required to sign a declaration of authenticity at the completion of each task/assessment. This declaration states that the work is your own and correct referencing of all work has taken place when required. Work submitted that is plagiarised will be deemed incompetent and student's placement in the course will be at risk.

EXAMINATION PROCEDURES AND PRACTICE

Currently there are no set exams at Saint Francis' because the subjects offered are at a General or Foundation level. However, if teachers would like to use exams as an assessment tool the information below should be used as a guide. (For those students who are doing ATAR subjects through SIDE, examinations will take place in accordance with the guidelines set by SIDE.)

Year 10 Examinations

These are held at the discretion of the teacher and generally will be one and a half hours' duration with an additional five minutes reading time. Examination papers may cover a semester or year's work as designated by the teacher. These examinations can be held in Terms 2 and/or 4.

Year 11 Examinations

These are held in Terms 2 and 4. Examinations will be of two and a half hours to three hours duration with an additional 10 minutes reading time. Where it meets SCSA guidelines, some courses will not be formally examined at either mid or end-of-year.

Year 12 Examinations

These will be held in Term 2 followed by the Trial Final WACE Examinations (the timing of these is dependent on the timing of the WACE Examinations). Most examinations will be of three hours duration with an additional 10-minute reading time. Where it meets SCSA guidelines, some courses will not be formally examined at either mid or end-of year.

Practical, Oral and Aural Examinations

These will be arranged to occur just prior to or during the examination timetable.

WACE Examinations

These are arranged by external agencies and coordinated at the School level by the DPSS.

Assessment Free Revision Week Semester One – Year 11 and 12

As a general rule, assignments and other assessment tasks will not fall due in the week prior to Semester One examinations. Teachers will attempt to ensure that students have an assessment-free revision week available to them for examination preparation and that work set during that time is revisionary in nature.

EXAMINATION INSTRUCTIONS FOR STUDENTS

Attendance

- Students not required to sit examinations, may be required to attend the School during this period to complete classwork and/or assessment tasks

The Examination Room

- Students may bring pens, pencils, erasers, rulers, staplers and approved calculators into the examination room unless specifically prohibited for a particular examination. This equipment is to be carried in a clear plastic bag
- Students may not bring scrap paper, books, notes, mathematical aids (unless specified), calculator covers, reference material, bags, mobile phones or pencil cases into the examination room
- No food or drink may be taken into examination rooms. A clear plastic water bottle without any labels may be used
- Students are to maintain silence upon entering the examination room and until all worked papers have been collected and students are dismissed
- Students are to wear full school uniform (not tracksuits) to examinations. Normal hair, jewellery and grooming rules apply.
- Students who fail to comply with the School's uniform standards may be excluded from the examination room.

Timing

- All examinations will have reading time. Students may not write or use a highlighter during that time
- No student will be admitted to an examination after one hour has elapsed
- Students who arrive late (within the first hour) will not be granted extra time and no allowance will be made in marking their paper
- Students may not leave an examination early.

Missed Examinations

- In the case of sickness the school must be informed prior to or on the day of the examination. Before the end of the examination period, a medical certificate must be presented to the Principal who will notify the teacher. Failure to do this will result in a mark of zero (0) for the examination. Missed examinations will not normally be resat but, at the discretion of the Principal, arrangements to sit the examination later may be negotiated if appropriate. In genuine cases the student will not be disadvantaged by missing the examination
- Students who forget to attend an examination or misread their timetable will not normally be permitted to sit a late examination and will lose all marks for the examination
- Students will not be allowed to sit examinations prior to the advised date. Students who miss examinations due to family holidays will receive zero for the missed examination.

Irregular Practices

- No student may attempt to gain an unfair advantage by taking non-approved notes or other prohibited material into the examination room or by attempting to exchange information with another student
- Any communication for whatever reason will be considered to be an attempt to gain an unfair advantage. In such an instance the supervisor will inform the Principal. The standard sanction will be suspension of the student and voiding of that examination. The student will receive a mark of zero (0).

Visiting the School during the Examination Period

Students who are not scheduled for examinations may decide to come to school to work on a project, work with a teacher on an arranged tutorial basis or do some other arranged work. When students attend the School during the examination break, they are required to wear the required school uniform. Students wishing to study during the examination period may use the designated area to do so. Students who do not have examinations during this time may be required to attend classes. They will be notified of this before the commencement of the examination period.

Discretionary Power

Notwithstanding any of the above, the Principal may, in exceptional circumstances, use discretion in applying the conditions and sanctions as listed above.

Sources of Authority & References

- CECWA – [Curriculum, Assessment & Reporting Directive](#)
- School Curriculum & Standards Authority - <https://student.scsa.wa.edu.au/>