

Assessment Task Procedures Information for Students

NUMBER OF ASSESSMENT TASKS

The Board of Studies recommends 4 to 5 Tasks for each 100 hour course. At St Pius X High School students may be expected to do one assessment task per course per term plus two end-of-Semester examinations per course. This results in a total of six assessment tasks per course per year. Note that in some practical courses students are often able to complete large components of assessment tasks in class – eg a major work in visual arts. In such courses students may be asked to complete more than six assessment tasks in one year.

LATENESS IN SUBMITTING TASKS

Tasks must be handed in by the due date. If student does not submit a set task on the due date, without a satisfactory written explanation, the student will be penalized with:

- 20% loss of the total marks of the task per school day
eg. If a task was marked out of 20 and the task is a day late the process would be
 1. Mark the task out of total mark for the assessment
 2. Deduct the penalty of 20% of 20 = 4
* Student receives a mark out of 20 LESS 4 marks (20% of the total value of the task)

- After three days of lateness a **zero** mark will be given.
 - In the case of Year 9 and 10 (Stage 5) an official letter warning of an “N” (not satisfactory) indicator will be sent home. This could lead to a student not being eligible to receive the School Certificate at the end of Year 10.
 - In the case of Years 7 and 8 (Stage 4) a “yellow slip” (warning of unsatisfactory progress) will accompany the zero mark.
 - In all cases the task must still be completed as a formative task, even if a mark of zero is to be recorded.

EXTENSION TO THE DUE DATE

Extensions without penalty will only be given if special circumstances warrant it and a request is made in writing on the appropriate form (***Application for Misadventure or Consideration***) from a parent or guardian. An extension is at the discretion of the Studies Coordinator after consultation with the relevant teacher and **is not automatic**.

ABSENCE FROM ASSESSMENT TASKS

Students absent for an assessment task in Year 9 and 10 will be required to provide a suitable written explanation using the appropriate form. If the reason is valid the student may be allowed to do the task missed, sit another task or be given an estimate depending on what the teacher considers fairest to the student and to the other students. In Years 9 and 10, if an acceptable written explanation for the absence is not provided, a zero mark will be awarded.

The following are valid reasons:

- A) **Absent due to illness**
The student must bring a letter from home on the day of return to school explaining the reason for the absence. The student must also complete the **MISADVENTURE FORM - Absence from Assessment Task** and submit this to the appropriate Studies Coordinator. Students will usually be expected to complete the task on the first day of their return to school. Under certain circumstances, an extension of time may be granted.
- B) **Absent due to valid unforeseen circumstances (eg funeral)**
A letter addressed to the Dean of Studies explaining the circumstances will be required. The Dean of Studies in consultation with the relevant Studies Coordinators will decide if the reason is valid and when the task is to be done or submitted.
- C) **Absent due to valid school activities (e.g. Representative sport, Debating etc)**
The student must approach the Dean of Studies who will decide whether the activity warrants a change in assessment times or procedures for that student. The student will need to submit the appropriate form (Misadventure Form) to the subject teacher **PRIOR** to the assessment day.
- D) **Absent due to other valid reasons (e.g. granted leave see ACE 5.3.2)**
All other circumstances must be referred in writing to the Dean of Studies who will determine the validity of the reason. If the reason is considered valid then a **Misadventure Form** must be submitted to the subject teachers(s) for each missed task and where possible **PRIOR** to the assessment.

If the reason is **NOT** valid the student will receive zero for that task.

If a student submits a task more than 3 days after the due date a zero mark will be awarded for the task. (See lateness in submitting tasks)

If a **valid** absence occurs during the period of an extended assessment (eg project, assignment etc) an extension of the due date can be applied for. Extensions are not automatic. If granted, the extension will be pro-rata, that is, 3 school days sickness may warrant 3 school days extension.

LATE COMPLETION OF EXAMINATIONS

To ensure the integrity of end of semester examinations the following procedures will be followed:

- I. Where a student is unable to complete an end of semester examination on the due date for a valid reason the student may undertake a catch-up examination up to three school days after the end of the examination period.
- II. The Studies Coordinator will determine whether the same examination paper that was missed or an alternative examination paper of equivalent standard will be attempted.
- III. If the student has valid reasons not to complete the task within the above time frame the Studies Coordinator will determine an estimate mark based upon the student's past achievements compared to his/her cohort.

PATTERNS OF NON-COMPLETION OF ASSESSMENT TASKS

The Dean of Studies will maintain a central register of students who do not complete assessment tasks by the due dates. This register will allow the school to identify those students who are at risk of developing a pattern of avoidance of assessment tasks. Such students can then be assisted to overcome this pattern of avoidance.

MALPRACTICE

Cheating in an assessment task will result in the **cancellation** of the task in whole or part and a zero mark will be given for the task or part thereof.

Plagiarism is a process whereby another person's ideas or written work is passed off as your own. Students are required to acknowledge their sources in the appropriate manner. If a student is found to have plagiarised information he/she will be penalised up to 20% of the total value of the task. In extreme cases (for instance where the whole answer is plagiarised) a decision on an appropriate penalty will be made by the relevant Studies Coordinator. In such cases a mark of zero may be awarded.

Permitting another student to use their work. If a student knowingly permits another student to use their work the student who gives permission will be penalised 50% of the total value of the task. The student accessing the information will receive a penalty of 50% of the total value of the task for sharing the work PLUS 20% of the total value of the task for plagiarism.

APPEALS OVER PENALTIES

Disagreement over a teacher's application of penalties, for dishonesty or late submission of work, should be resolved promptly when the task result is advised. Where the matter cannot be resolved, it should be brought quickly to the attention of the Studies Coordinator. Only matters relating to the late or non-submission of work, or dishonesty, are matters for possible appeal. The Principal (or delegate) will be the final arbiter of appeals.

RESPONSIBILITIES

1 It is the **responsibility of the school** to:

- (a) Develop an assessment programme for each course and in the case of Year 10 to inform students which tasks will contribute to the Record of Student Achievement (ROSA) submitted to the Board for each course.
- (b) Schedule the various assessment tasks throughout the course and ensure that such tasks cover the range of components specified by the Board.
- (c) Collate such information as is necessary to provide a comprehensive guide for students of the school's requirements for Assessment in each subject.

2 It is the **responsibility of each student** to:

- (a) Be aware of the various assessment instruments (research, presentations, extended responses etc.). This will involve carefully reading the assessment booklet, assessment calendar and individual assessment task notifications that are distributed to each student.
- (b) Know the date on which assessment tasks are due. For all assessment tasks, students will be supplied with an assessment calendar at the beginning of the course. Any changes to these dates must be given to students by their teacher in writing **so as not to disadvantage** the students.
- (c) Ensure that all work is submitted by the due date. Failure to submit required work must be accompanied by a **VALID** reason and be submitted **in writing** to the appropriate Studies Coordinator. Poor organisation of time and/or social events are **NOT** considered valid.
- (d) Notify class teachers if other school commitments eg debating or mock trial etc, clash with dates set for assessment tasks. Such students should submit a misadventure form.

REPORTING/FEEDBACK/APPEALS

Students will be given their raw mark for each assessment task. Any queries about raw marks may only be made **at this time**. Note that a teacher's judgement of a student's performance cannot be the subject of an appeal.

Students will receive their assessment tasks back after they have been marked. Students will be given appropriate feedback on their marked responses so that they understand the reason for their mark and can identify ways to improve.

Students will be advised which tasks will be used in compiling reports for parents and the relative weightings of the tasks to be used. These weightings will be given in the relevant Assessment Handbook and on the individual Assessment Task Notifications.

Reports will be made to parents at the end of each Semester. Following these reporting periods, parent/teacher/student interviews will be offered to all parents and students.