



Assessment Rules and Guidelines

1. The Purpose of Assessment

- Assessment procedures provide an indication of a student's attainment over a wide range of syllabus outcomes.
- Assessment covers the whole course in each subject, including knowledge, understanding, skills and processes and takes place at key points in the learning cycle.
- Students will receive feedback after having completed the assessment activities, which will be used for the next phase of learning.
- Assessment activities may be formal (e.g. semester examinations, common year task, assignment/research tasks) or informal (e.g. class test, topic test, in-class task).

2. The Assessment Schedule Booklet and Time Frame

- This assessment booklet provides you with the type of task, anticipated areas of learning to be assessed and weightings
- Use your diary to record assessment tasks to assist you in managing and completing these tasks.
- If you have a problem with too many tasks scheduled at the one time, see your Year Adviser immediately.

3. Attendance

- Attendance at all timetabled classes is compulsory, especially on the day an assessment task is to be submitted or completed.
- Students must have an authorised reason to be absent from school and a written note must be supplied by the parent/carer to explain any absence. This must be shown to their teacher before submitting the note to the High School Monitor.
- Whenever students are absent from school, it is **their responsibility** to ensure that they know what work/assessment notification has been missed and to catch up with that work.

4. Submission of Tasks

- For assessment tasks which are completed outside the classroom, all tasks are to be submitted by the designated day and time (as per teacher notification).
- Tasks submitted after the designated times are **late** unless there are exceptional circumstances. Failure to submit a task by the designated time will result in:
 - A mark deduction of 10% of the maximum mark per day for 4 days (i.e. a maximum penalty of 40%)
 - This penalty will be followed by a **(1) Letter of Initial Notification** to parents that the student handed in their assignment after the due date.
 - This notification will be followed up by **(2) Letter of Confirmation** to parents confirming the receipt of a late submission and the final grade given.

5. Extensions to Due Dates or Special Consideration

- An extension of time for completion of tasks may only be granted by the appropriate Teacher.
- Students must apply well before the due date of the task. If your extension is not granted, you must submit the task by the due date.
- Students do not ask for an extension the day before the assignment is due. Should you be having difficulty completing your assignment, early assistance must be sought.
- Students are not permitted to request to be absent from sport in order to study or complete assessments.

6. Absence due to Illness/Misadventure

- Absence from school on the due date for the submission of an assessment task, or on the day of an assessment task, will not be regarded as satisfactory grounds for the granting of an extension of time. This will not be varied unless there are **exceptional circumstances** (and only after consultation with the appropriate Teacher).
- Students are advised to complete all tasks to the best of their ability and to advise the school **immediately** if circumstances will prevent them from doing so.
- Any student who is absent on the day an assignment is due, or the day of an exam will be penalised in accordance with school guidelines. If a student wishes to have this penalty removed then they must present an "Illness/Misadventure Appeal" form found on the school server and school website.



7. Prior Knowledge of Absence

- Where a student has a clash between an assessment task and another school activity, the student **must** notify the relevant Teacher and submit the work before the due date.

8. Technology and Assessment Tasks

- Technology failure is **not**, in itself, a valid reason for failure to submit an assessment task. It is the responsibility of the student to back up all their work and to ensure that all reasonable steps are taken to prevent technology failure from hampering their ability to submit a task by the due date.
- To minimise problems in relation to technology, student should adhere to the following protocols:
 - i. When working at home, continually back up all work on the hard drive of your computer and on an external portable storage media (e.g. USB drive)
 - ii. When working at school, save the latest version of your work to your personal files on the school server.
 - iii. Tasks which are to be submitted electronically should be checked well before the due date to ensure that the data can be accessed at school:
 - Check the compatibility of your home software with the school's technology
 - Save a copy of the final version of your task to an email address that can be accessed at school, as well as bringing it to school on an external portable storage media.

9. Oral Tasks

- Students must be ready to present Oral Assessment Tasks on the **specified due date**.
- Students must show their teacher **concrete evidence** that the task has been completed on time.

10. Zero Marks

- A zero mark will be awarded when a student:
 - Does not attempt a task (non-attempt) or does not make a serious attempt at the task (non-serious attempt)
 - Is found to be involved in malpractice (see Section 11 below).

In such cases mentioned above, the parent/carer will be notified in writing by an **(3) Official Notification for a Zero Grade**, which will also be placed in the school records.

11. Malpractice in Assessment Tasks

- Any student found involved in malpractice in completing an assessment task will be awarded a mark of **zero** for that task. Malpractice includes, but is not limited to:
 - Cheating OR Attempting to cheat OR Assisting others to cheat
 - Copying someone else's work in part or in whole, and presenting it as their own
 - Using material directly from books, journals, CDs or the internet without reference to the source
 - Submitting work to which another person (e.g. parent, subject expert) has contributed substantially
 - Paying someone to write or prepare material
 - Distracting other students from their work during an assessment task
 - Disrupting the assessment task in any way
 - Breaching school examination rules
 - Using non-approved aides during an assessment task
 - Contriving false explanations to explain work not submitted by the due date
 - The decision with regard to malpractice having occurred will be taken by the class teacher in consultation with the appropriate Year Advisor.

12. Failed Assessment

- If a student fails an assessment, the parent/carer will be notified in writing with a **(4) Failed Assessment Notification**.

13. Examination rules

- Students are to ensure that they have the necessary equipment with which to complete the exam: 2 pencils, spare lead, rubber, ruler and calculator for maths and science tests
- Students are not to communicate with another student during a test.
- Students will not be permitted to leave the examination room during the test. Students must ensure that they have used the toilet before an examination.
- If a student completes the examination before the allocated time, they are encouraged to go back through their answers during the remaining time.

PLEASE NOTE: Student results for assessments are based on 100% for that term, but each term's assessment contributes 50% to the semester result. This will vary for PDHPE each term.