



Mundaring
CHRISTIAN COLLEGE

Secondary Assessment Policy Summary

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Submission of work

Work should be submitted to the class teacher during the lesson on the due date. If students are aware that they will be absent on the due date they should arrange with the teacher to submit their work earlier. Students must ensure that the work is submitted to the correct teacher or to the relevant Curriculum Team Leader. Do not leave an assessment on a teacher's desk. Some assessments may be required to be submitted electronically.

Extensions

Difficulties in completing work on time should be discussed with the teacher well before the due date and any necessary extension of time should be sought at least two days before the due date.

A note from a parent/guardian is required when applying for an extension.

Unplanned absence on a due date

Where possible, students should try to have their work delivered to the College on their behalf. At the latest, work must be submitted on their next day back at the College.

The reason for absence is to be written on a note signed by Parent/Carer and must be presented to the subject teacher.

Late Submission of Work

If a student has not completed the task on the day it is due, they are expected to hand in a copy of what has been completed to date. Computer or printing problems associated with the completion of assignments will not be accepted as valid reasons for lateness.

Penalties will apply for late submission of out of class assessments:

- 1 day late – minus 10%
- 2 days late – minus 20%
- 3 days late – minus 30%
- 4 days late – 0% to 50% max mark possible depending on circumstances.

Students absent on test days should be prepared to do the assessment (including orals) on their immediate return to the College.

Year 11 or Year 12 students are required to obtain a medical certificate and present it to the Head of Secondary for exams. This may also be requested for tests.

Extended Absence

If an extended absence is planned, a Parent/Carer must email the Head of Secondary two weeks prior. It is expected that missed class time will adversely affect semester grades. When sickness is the cause of extended absence, course completion requirements will need to be negotiated with the College by contacting the Dean of Year.

Practical Activities

The standard assessment expectations apply to all practical assessments except where a particular Learning Areas Practical Assessment Policy provides alternate more applicable policy.

Plagiarism, Cheating and Collusion

All work submitted for assessment should be the student's own work and research from other sources should be correctly acknowledged in a bibliography. **Students are not permitted to submit for marking, as original, any work that is:**

- **Created or substantively contributed by Artificial Intelligence (AI) or by another person** (e.g. student, teacher, tutor or expert);
- **Copied or downloaded from the internet;**
- Paraphrased or summarised from the work or ideas of others.

Information about the appropriate use of AI is posted on the wall in every classroom. Students caught cheating, submitting work that has been plagiarised, or allowing others to copy their work and then submit it as their own will be referred to the relevant Curriculum Team Leader and to the Head of Secondary for the case to be investigated and consequences applied, in accordance with the College Policy on Plagiarism and Cheating.

Penalties for plagiarism, cheating and collusion are progressive dependent on year level, significance of assessment and prior incidences. The penalty imposed is typically a mark of zero for the task (or the part/s of the task in which the behaviour occurred). As this behaviour is also a matter of personal management students may also receive a consequence via the College discipline system.

Examinations

Examinations occur in a variety of courses from Years 7-12 and are considered a vital piece of assessment. Dates are made available on the school website well in advance, and are expected to be prioritised over any appointments or planned absences. The only acceptable absences are those that fall under the categories of medical, sickness or misadventure (as outlined by SCSA) and a medical certificate or written parental explanation will be required.

Absences for any other reason, or without the correct documentation will incur a late submission penalty similar to those listed above in the 'Late Submission of Work' section.

As with other assessments, catch-up examinations are expected to be completed immediately upon the student's return to school, or at a time deemed acceptable by the Head of Secondary.

Examination Rules

No mobile electronic devices: Students may not bring in any electronic mobile devices to the examination venue: ie. iPads, mobile phones, smart watches should be locked away in lockers/or handed to the invigilator at the beginning of the exam and they should be switched off.

Please note: For Year 11s and 12s no watches of any sort are to be worn during examinations in keeping with SCSA policy.

Correct equipment: All examinations are to be written using blue or black pen ONLY, pencil is only for diagrams. All stationery is to be placed in a clear, transparent bag. There should be no sharing of equipment between students during the exam. Books, files and bags are to be stored at the front of the room while the test/exam is being written.

Calculators: Different Science and Maths exams required different calculators as communicated by staff.

Reading time: An additional 10 minutes reading time is provided at the start of every exam- students may not use highlighters or pens during this time. For Mathematics it is a 5-minute allocation at the beginning.

No eating or drinking: Students may only drink water in a clear plastic unlabeled bottle; unless there is a particular health condition verified by a doctor's note.

Leaving the exam venue: Students are strongly advised/encouraged to write for the full duration of time:

Year 7-10 students may not leave the exam room until the end of the period within which the exam falls.

Year 11/12: may not leave in the first hour or last 30 minutes of 2.5 to 3 hour exams (and if they do leave they must not wait outside the exam venue).

Seeking assistance during the exam process: Invigilators/teachers cannot provide information about the solution of a question on the paper during the exam. Class members should only speak to the invigilator with queries/observations concerning the question paper, and may not assist, or try to assist, any other student. Any questions should be directed to the teacher.

Communication with other students could be seen as cheating/collusion. Penalties for plagiarism, cheating and collusion are progressive dependent on year level and prior incidences. The penalty imposed is typically a mark of zero for the exam (or the part/s of the exam in which the behaviour occurred). As this behaviour is also a matter of personal management students may be issued with a consequence via the College discipline system.

Examination room behaviour: There should be no disruptions or noise during the exam process. There is Zero tolerance policy of noise disruption to others. If a student is disruptive, the student will be asked to exit the room to report to the Secondary Office with his/her exam paper.

Possession of notes (unauthorised material): Students are not allowed to bring in additional notes unless permitted for the particular examination: e.g., Mathematics formula sheet.

If a student is caught cheating: the invigilator should remove the answer book and any notes found - and provide the student with a new answer book or paper to continue working.

The invigilator will proceed to make a concise report indicating the circumstances and time as to the incident. The answer material and report will be given to the Curriculum Team leader of the subject, to be dealt with in consultation with the Head of Secondary.

Absence due to sickness/misadventure: The only acceptable absences are those that fall under the categories of medical, sickness or misadventure (as outlined by SCSA) and a medical certificate or written parental explanation will be required. There will be one scheduled catch-up day allocated at the end of the examination period to catch-up on a maximum of two exams. The Curriculum Team Leaders and Head of Secondary will consult on the scheduled students and which exams are to be written. Once approval has been given, Subject teachers are to notify students and parents (as a backup to Secondary Administration notification). Absences for any other reason, or without the correct documentation will incur a late submission penalty similar to those listed above in the 'Late Submission of Work' section.

Acknowledging Other Peoples Work Using a Bibliography

It is important to always acknowledge reference material, and other people's work, that you have read or used, even if you have not used any quotes or direct references from that source in your own work. To do this, you need to create a bibliography, which is usually attached at the end of a project. A bibliography is a list of resources used for an essay, article, project or assignment. You should list all resources you look at, which includes:

- Books including novels, short stories, poems as well as non-fiction material;
- Magazine, journal and newspaper articles and material;
- Reference books such as encyclopaedias, manuals and dictionaries;
- Material from the Internet;
- Visual material such as films, programs taped from television, videos, paintings or photographs;
- Aural material such as tapes, CDs or DVDs;
- Interviews.

Steps to writing a bibliography

- Write down the details of a resource at the time you use it (including author, title, publisher, location, date, page numbers).
- Keep the list of references in a place where it can access it easily (perhaps develop an ongoing list on your computer).
- Put items for the bibliography in alphabetical order.
- Note that learning to using the Reference facility in Word makes writing bibliographies easy.