



Mundaring
CHRISTIAN COLLEGE

2024 Student Year 7 - 12 Assessment & Reporting Policy

Context

This policy document is provided to all Year 7 - 12 students at Mundaring Christian College and is based on School Curriculum and Standards Authority requirements.

Policy Statement

Mundaring Christian College will:

- Provide a balanced curriculum that maximises the opportunity of all to succeed in their learning as described in the Western Australian Curriculum and Assessment Outline.
- Monitor and assess individual student achievement and evaluate this against rigorous and agreed standards, regularly using collaborative processes to support teachers in making consistent judgements about achievement, and
- Regularly report relevant information to parents/carers on student achievement and learning

Procedures

1. Student Responsibilities

It is the responsibility of the student to:

- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date.
- maintain an organised subject folder for each course studied and to make it available whenever required.
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result).
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

2. Teacher Responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the correct syllabus for the particular course.
- provide students with a course outline and an assessment outline (see Section 3 for details)
- ensure that all assessment tasks are fair, valid and reliable.
- provide students with timely assessment feedback and guidance.
- maintain accurate records of student achievement.
- meet college and external timelines for assessment and reporting.
- inform students and parents of academic progress, as appropriate.

3 Information Provided to Students

The teacher will provide the following documents to students via their class LMS:

- a course outline that shows:
 - the content in the sequence in which it will be taught
 - the approximate time allocated to teach each section of content from the syllabus.
 - Year 7-10 students, assessment information will also be available on their course outline.

Students in a Year 11 or 12 WACE course will also receive:

- the SCSA syllabus for each course which includes the grade descriptions
- an assessment outline for the course, that includes:
 - the weighting, approximate timing and number of tasks to be assessed
 - a general description of each assessment task
 - an indication of the content covered by each assessment task.
 - If circumstances change during the teaching of a pair of Year 11 or Year 12 units (or unit), requiring the teacher to make adjustments to scheduled assessment tasks, then students will be notified and the modified assessment outline will be placed on the college LMS.

Note: Students without internet access at home can request from their teacher a hard copy of these documents if they are not provided.

4. Late, non-submission and non-attendance for assessment tasks.

Students will be notified of assessment due dates well in advance with at least one week's notice given for any change in assessment dates.

If work is not submitted on the due date and there is no valid reason – the student will not receive a mark for the task until the assessment is handed in. If a student has not completed a task on the day it is due, he/she is expected to hand in a copy of what has been completed to date. Where an out-of-class assessment task is submitted after the due date, or is not submitted, and the student **does not** provide a reason which is acceptable to the College, the following penalties apply:

- 10% reduction in the mark per day that the task is submitted late, **or**
- a mark of zero (if submitted more than three school days late or not submitted).

The same penalties apply for students who miss an in-class assessment where a reason which is acceptable to the College has not been provided. Students absent on test or exam days should be prepared to do the assessment (including orals) on their immediate return to the college. In such cases, students should provide a letter from his/her parent stating the reason for absence. Year 11 & 12 students are required to obtain a medical certificate. For other non-medical reasons acceptable to the college, parents must contact the relevant Curriculum Leader or the Head of Curriculum.

For a missed in-class assessment task where the student **does not** provide a reason which is acceptable to the college, the student must be prepared to complete the assessment at the next available opportunity including lunch or afterschool. For missed examinations in Year 11 and 12, a sickness/misadventure form must be completed and submitted to the Head of Curriculum for approval.

Penalties applied are a percentage of the total score and not the student's score. Where a student demonstrates a pattern of non-submission of assessments across subjects, students will be required to attend a meeting with their parents and the Dean of learning area. Students deemed at academic risk in a Year 11 or 12 course may be placed on a provisional course enrollment.

Unacceptable reasons for not submitting tasks by the due date

Matters within the student's control, including (but not limited to):

- a. IT issues - drafts can be submitted on time.
- b. Social engagements.
- c. Extra-curricular activities.
- d. Attending events that can be rescheduled.

5. Acceptable Reasons for Non-completion or Non-submission

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the college. For example:

- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task is scheduled.
- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.

In such cases the parent/guardian must:

- contact the college before 9.00am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide either a medical certificate or a letter of explanation immediately the student returns to school.

Where the student provides a reason, which **is acceptable** to the college for the non-completion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- re-weight the student's marks for other tasks (if, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to enable a grade to be assigned).

6. Cheating, Collusion and Plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant head of learning area/teacher-in-charge responsible for the course. As part of this process, the student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own, **and/or**
- behavioral consequences where applicable as determined by a student's Dean of year.

The parent/guardian will be informed of the penalty and any further disciplinary action.

7. Students requiring adjustments / special consideration

Students with special educational needs are catered for in an appropriate way and in accordance with Schools Curriculum and Standards Authority guidelines. Students in Year 12 are responsible for confirming that any required examination adjustments for the external SCSA exam are reflected correctly in SCSA's records on SCSA's student portal. Students and parents access this information directly from the portal prior to the exam period, and not from the college itself.