

# **ST CLARE'S HIGH SCHOOL, TAREE**



## **STAGE 4, YEAR 7**

### **Student Guide to Assessment**

## **WHAT IS ASSESSMENT?**

Assessment is the process of identifying, gathering and interpreting information about students' learning. The central purpose of assessment is to provide information on student achievements and progress and set the direction for ongoing teaching and learning.

## **WHO CAN I TALK TO?**

Students may speak with their Subject Teacher, Studies Co-ordinator or the Curriculum Coordinator at any time about curriculum or assessment matters. The list below provides the names of the Studies Coordinators responsible for the various subjects.

➤ Principal	Mr P Nicholls
➤ Curriculum Coordinator	Mrs T Avery
➤ Creative Arts	Mr J Koenig
➤ English	Mrs M Busby
➤ HSIE	Mr B Bielby
➤ Mathematics	Mrs J Rowsell
➤ PDHPE	Miss K Hogan
➤ Religion	Mr P Hough
➤ Science	Ms S O'Doherty
➤ VET	Mrs C Healey
➤ TAS	Mr P Chalmers
➤ Learning Support Coordinator	Mrs B Boere

## **What do I do When:**

### **1. Handing in a task:**

In general, hand-in tasks of a written nature are to be submitted to the class teacher at the indicated time. In the case of tasks across several classes the task will be submitted at the time indicated on the Assessment task notification. Failure to submit a task by this time **may result in a mark of zero being applied to the task**. Students should then seek the support of their teacher to rectify the situation

The security of the task, prior to handing it in, **is the responsibility of the student**. Students should make and retain a copy of their work where feasible (for example, a photocopy, photograph or back up disk in the appropriate media).

### **2. Absent from a Task:**

**Absence on the day of a hand-in task is not accepted as a valid reason for non submission.** Students should make every effort to submit the task by having a relative or friend submit the task on their behalf. **Should this not be possible and a student is absent on the day or part of the day that a task is to be completed or submitted, the following procedure must be followed:**

1. On the morning of the task, the student or parent /carer must phone the school General Office on 6552 3300 and leave a message for the relevant Studies Co-ordinator notifying them of the absence. The student must mention her/ his name, the task, the subject and the reason(s) for the absence.
2. In the case of a hand-in task students must submit the task to the Subject Teacher on the **first** day of return to school. A diary entry or written note signed by parent/carer must accompany the task, stating that no further work was attempted on the assessment task after the due date.
3. In the case of an in-class assessment task, the student must report to the relevant Studies Coordinator on the **first** day of return to school and organise a time to

complete the task. **Students should expect to complete the task on the first day of return to school.**

Absence from a formal assessment task for recreational reasons is not considered grounds for an extension of time or rescheduling of assessment task or examination. Variations to this policy would only be approved under exceptional circumstances and would only be considered if sought in writing before the examination or task. In these cases, students need to submit a written application to their Year Coordinator in consultation with the Curriculum Coordinator. Approval should not be considered as an automatic result of such applications. Since students have been provided with the dates that tasks are due, it is expected that families make every effort to avoid organising activities that clash with the assessment tasks.

Naturally, the school recognises and understands absence due to illness, family crisis or tragedy and events beyond the control of the student. In these cases students need to provide written explanation and alternative arrangements would be made. School, Diocesan, State or National representation is recognised as a valid reason for being absent from an examination or task.

### **3. If I don't complete a task?**

Where a student fails to complete an assessment task without valid explanation **a mark of zero may be given to the task.** In such a situation, students and parents will be notified in writing (faculty letter) by the subject teacher via the Studies Coordinator. This document will need to be sighted, signed and returned to the School. Copies of these notifications will be held by the student, Studies Co-ordinator, Curriculum Coordinator and Student Coordinator. The Faculty letter will contain information concerning the date that the task must be redeemed by

### **4. A Task Clashes with Other School Activities eg, excursions, sporting competitions)**

When an assessment task clashes with other official, school activities, it is **the responsibility of the student** to negotiate alternate arrangements with the Studies Coordinator and Subject Teacher **before the due date of the task.** Failure to follow these procedures may result in the student having a zero recorded for the task.

## **5. I have Approved Leave of Absence**

In case of leave of absence which has been approved by the Principal it is **the responsibility of the student** to negotiate alternative arrangements with the relevant Studies Coordinator before the absence takes place and supply an explanatory note. Failure to follow these procedures may result in the student having a mark of zero recorded for the task.

## **Use of Technology**

Students are advised to keep all rough notes and resource work in case of equipment failure or loss. A back up disk of drafts and hard copies of work should be made during the preparation of a task. It is advised that regular printouts of draft material be made in case of technology malfunction.

## **What is Malpractice?**

**Plagiarism** includes copying any form of print, electronic media, or another person's work to present as one's own. It occurs when the original work is directly copied or paraphrased without the acknowledgment or when the task is completed by another person. If it is found that a student has plagiarised then a mark of zero may be recorded.

**Cheating:** If it is found that a student has cheated or attempted to cheat or who is determined to have assisted with the action of copying/ cheating in an assessment task to gain unfair advantage, then a mark of zero may be recorded for the task.

A Guide to Referencing has been included in the Appendix.

## **What Do I Do During the Examination Block?**

- You are responsible for ensuring you know:
  - your exam starting time and duration
  - the equipment you will be required to bring with you
- Misreading of the exam timetable will not be accepted as an excuse for non-attendance at an examination.
- Prepare your equipment - check your calculator has 'fresh' batteries, your writing materials and geometry set are in good working order.

- If you know that you are unable to attend an examination contact the Curriculum Coordinator.
- Pens, pencils, erasers, staplers and any other required equipment can only be taken into the exam room in a clear plastic container, and must be clear of added notations and drawings.
- If you are unable to attend an examination you must contact the school (e.g. phone call to front office) before 9am the day of the examination with an explanation. Where illness or misadventure has resulted in you being eligible for a deferred exam – follow the instructions provided by the Curriculum Coordinator.
- Full school uniform is expected to be worn during exams.
- Assemble at the exam hall 10 minutes prior to the start of your exam
- Leave your bag in the foyer of the exam hall. Where more than one year group is doing the exam the second group will leave their bags on the stage as directed by the supervisor.
- Take all of the materials you require for the exam. Do not leave valuables in your bag.
- Supply all of your own authorised materials for the exam. You are not permitted to share equipment with other students.
- Turn off your mobile phone and place it on the front stage or leave in your bag. Be sure to collect it at the end of the exam.
- Clothes and skin should be free of any markings or writing.
- Exam conditions commence as soon as you enter the exam hall. You may not speak, communicate, or distract other students in any way. Direct all questions to the supervisor by raising your hand.
- Sit at the exam desk with your student identification card. Do not handle the card.
- Remove your watch and place it in clear view on the exam desk.
- Do not open the exam paper until instructed to do so by the supervisor.
- Read the instructions on the front of the exam paper carefully. During reading time you must not write nor use any equipment including highlighters.

- Clearly identify yourself on your exam paper with your full name, student identification number, and where relevant your class group as per the instructions.
- Write in black or blue pen. Use pencil when specified directly.
- Write only on the answer spaces provided. If you write an answer in the wrong booklet, tell the supervisor, and write a note on the front and back of both booklets that an answer has been written in the wrong booklet.
- Make a serious attempt at all questions and remain on task for the full duration of the exam. If you finish early check over your work. You are not permitted to read books, graffiti, or be otherwise occupied.
- If you have to leave and return and resume the exam, you must be supervised while you are absent from the exam room.
- Students involved in misconduct during an exam will have their paper noted that the effect.
- Students who continue with misconduct will be asked to leave the exam hall and report to the relevant Studies Coordinator and may be awarded zero for that task.
- Stop writing immediately when told to do so by the supervisor.
- Hand in all parts of all exam papers.

### **What Are My Responsibilities?**

#### **Each student has the responsibility to:**

1. Be familiar with, and fulfil the requirements of, the School Assessment Policy as set out in the *Student Guide to Assessment*.
2. Attend school, be aware of due dates for assessment tasks and complete tasks on time.
3. Seek information about assessment tasks set in the case of absence.
4. Plan a study timetable that gives careful consideration to the requirements of assessment tasks in their overall pattern of study.
5. Discuss with subject teacher if unclear about any aspect of a task.
6. Be present to do all in-school assessment tasks. This means being present all day on the day a task is due.
7. Be on time for all assessment tasks.

8. Present work in the form specified, follow directions of a task and ensure that all the work is of an acceptable standard.
9. Keep a personal record of the results of assessment tasks.
10. Apply themselves to the best of their ability to all coursework whether an assessment task, class work or homework.
11. Seek help/ advice from teachers at times of difficulty, while being sensitive to the demands of a teacher's role.

### **What Can I Expect?**

#### **Each student may expect to:**

1. Be fully informed of the purpose of assessment.
2. An overview of the assessment program for each course, detailing: the number of tasks, the form of tasks, the weight of the tasks, and the components of the course being assessed by the task.
3. A detailed outline of the requirements of each assessment task usually two school weeks prior to the due date.
4. Consultation with teachers or Studies co-ordinators if clarification is needed about marks, comments or grades awarded for tasks at the time that the task is returned.
5. Meaningful feedback from teachers about performance in assessment tasks and class work.
6. Be listened to and be provided with well-informed advice when difficulties are experienced in achieving learning or assessment goals.
7. Privacy of results. Individual order of Merit should be given only to the student concerned. When order of Merit or scatter sheets are made public, only marks or ranks will be given, no student names. Assessment tasks will be returned to the student concerned and not to others to pass on to them.
8. Know the consequences of not completing tasks

### **When Do I Receive a Report?**

Students will receive meaningful feedback on their performance in each assessment task. Reports will be provided for each student in each course following the Mid Year and Final Examinations



## **PRINCIPAL'S DISCRETION**

All of the above procedure and policies may be altered in some way at the discretion of the Principal.