



Assessment Policy

Overview

The Southern Cross Catholic College Assessment Policy is designed to set out the expectations for staff, students and parents.

Within the first few weeks of each term all students will receive a relevant year level assessment calendar.

During this time students should be given copies of their “Profile” sheets. Students can use this copy of their profile so that they may fill in the results as they go.

After each piece of assessment, the students should be able to look at their profile to establish their current level of achievement.

Within the first week of each term/semester, all students in each subject are to be given a **Learning Overview** which specifies which units of work will be covered and an outline of assessment.

In addition, each student is to be given a task specific criteria sheet, which will explain the exact nature of the assessment and the criteria used to assess the student’s level of achievement. This task and criteria sheet will be handed out when the test is due or the assignment given. In some practical areas, classwork is used to determine a student’s Level of Achievement. In these cases assessment criteria is displayed in the classroom.

Assessment Policy

It is imperative that all staff, students and parents are aware of the following guidelines for the implementation of the school assessment policy. This policy will apply to written examinations, orals, assignments and practical assessments.

All students must complete the work as outlined by the Work Program for the subject. Any student who does not complete all of the necessary items will risk not receiving a semester report, no subject credit towards their senior course of study and/or their Queensland Certificate of Education.

Assessment Guidelines

When an assignment or test is given out, it will be issued in written form and the criteria for marking will also be issued in writing at the same time.

Teachers will determine the amount of class time that will be allocated for each assessment based on the level of support required by the students. This will be stated on the task sheet provided to the students.

This will enable the teacher to verify the authorship of the students' work and assign a provisional level of achievement, which is to be temporarily recorded.

All assignment and oral tasks etc and criteria sheets, will have a draft due date and monitoring dates clearly marked. Students will be expected to submit drafts for all subjects that specify this requirement.

Assignments will be monitored and assessed on a regular basis and if the student gets behind, then strategies to catch up work will be implemented, eg phone calls, before school/lunchtime/after school support, emails and letters home.

Students will be advised of the timelines for teacher monitoring of drafts. This process will ensure students complete assignments by the due date. The aim is to ensure that each student submits assessment reflective of their knowledge, skills and understanding of the task.

Should a student require an assignment extension, the following circumstances are considered to be reasonable grounds:

- An extended absence due to illness or other personal situation which is supported by a medical certificate or verified through discussions between parents/guardians and the Campus Leadership Team.
- An unexpected absence due to illness, family bereavement or other extenuating circumstances on or just prior to the due date. Once again, this absence is to be supported by a Medical Certificate or personal contact between parents/guardians and the Campus Leadership Team.
- Other College activities and technology hardware issues will not be valid reasons to request an assessment extension.

Year 11 and 12 students only

Where a student is unable to attend school to present an assessment personally on the date, then the student/parents/carer must either:

- Deliver the assignment to school by 3pm on the due date or;
- Contact the Curriculum Leader and/or class teacher to explain the circumstances that have been the cause of the late assignment.

Assessment Extension forms can be collected by the student from the AP – Curriculum office. Extension forms must be approved by the class teacher and Curriculum Leader prior to final approval by the AP- Curriculum. Copies of the approved Extension form will be distributed to the student, the class teacher, curriculum leader and recorded on the Assessment Extension Register.

It is compulsory that all assessment tasks be completed in order to satisfy syllabus and course requirements.

Non-submission of Assessment

Years 7 -10

The procedure for a student who has not submitted an assessment on time and has not requested an extension:

1. Communication 1:
 - Inform the student that you will be placing them on assessment support and give them the date to write into their student planner.
2. Communication 2:
Email:
 - Parents (using Assignment support email text to inform them of student, date for assessment support and email a copy of the task)
 - CC. AP-Curriculum
 - CC. Curriculum Team Leader
 - CC. House Pastoral Leader
 - CC. Curriculum Leader
3. Assessment Support will be supervised for Years 7 – 10 by the AP- Curriculum on a Tuesday afternoon from 3pm – 4pm.
4. At the end of the Assessment Support session a copy of the work that the student has completed will be emailed to the class teacher. **This becomes the submission for the identified task.**
5. The parent, class teacher, curriculum team leader, curriculum leader and House pastoral leader will be informed by email if the student does or does not attend the Assessment Support session.
6. Students who do not attend the Assessment Support session will be spoken to by the relevant Curriculum Leader/AP Curriculum about completion of task at lunchtimes and/or after school.

Year 11 and 12

All senior students must complete the work including assessment as outlined by the Work Program for the subject. A non-submission of work potentially leaves the student at risk of not gaining credit for the whole semester of study in a subject and furthermore potentially a lower Level of Achievement will be awarded at the end of Year 12 and impact on their Queensland Certificate of Education. At SCCC our policy regarding the non-submission of assessment is compliant with the Queensland Curriculum and Assessment Authority (QCAA) and expectations of schools across Queensland.

“Students are required to complete all assessments tasks in order to receive credit for a semester of study. The consequences of not completing a subject’s coursework may result in students deemed to be ineligible for an OP, QTAC Rank and/or the Queensland Certificate of Education (QCE)”.

In fairness to all students who have submitted the task on time, a late submission of a task will be noted on the student’s profile and no result will be recorded and therefore the assessment item that was submitted late will not be marked, potentially having a significant impact on their overall result. He/she will still satisfy the completion of the semester, however. If the student is present in class on the due date, their draft work will be collected and marked in lieu of the completed assignment. This is in keeping with QCAA policy regarding ‘Late Submission and Non-Submission of Student Responses

to Assessment Instruments in Authority and Authority-Registered Subjects' and ensures fairness and equity for all students.

The procedure for a student who has not submitted an assessment on time and has not requested an extension:

Communication 1: This will provide the following information: the student, the subject, assessment task and submission date.

Email:

- Parents (using Assignment support email text to inform them of student, date for assignment support and email a copy of the task)
- CC. AP-Curriculum
- CC. Curriculum Team Leader
- CC. House Pastoral Leader
- CC. Curriculum Leader

It is the responsibility of the student to complete the mandatory requirements of each subject as outlined in the syllabus in order to receive credit for the semester and be eligible for a final grade during the semester reporting process.

SENIOR EXAMINATION PROCEDURES

- **Absences from tests and Medical Certificates requirements**
A student who is unable to attend a test due to illness/severe personal crisis, must firstly contact the office on the morning of the test (3480 3605 or 3480 3600) to give notice that they will not be attending the exam. They must then obtain a medical certificate, which must be handed in the House Pastoral Leader. **The student is responsible to make contact with the subject teacher for an alternative time to complete to assessment.**
- **Punctuality**
A student must arrive for exams **at least 20 minutes** prior to the start to allow time to be settled and organised prior to entering the room.
- **Booking Exam Times**
Practical, interview or oral exams require a student to book a time. It is the student's responsibility to see the class teacher for that subject and book a session or time within the allocated period.
- **Exam Conditions and Essential Items**
Once a student has entered an exam venue they must be silent and follow the instructions of the supervisors. Students are responsible for attending exams with the correct equipment including biros, rulers, pencils, erasers, calculators (if required and allowed), batteries, etc.
- **School Uniform**
Students are required to wear the **full FORMAL College uniform** when attending all exams and at any other time during the exam period that the student is on College grounds. This applies to all situations, even if it is only for a brief visit. Sports uniform is to be worn **ONLY** if a student is undertaking a practical exam.