

Student Assessment Procedure

1. Students are expected to follow the expectations set out by each faculty.
2. Students will be expected to complete each assessment task as set by the Assessment Notification and Assessment Handbook.
3. Assessment tasks are to be submitted at the start of the subject on the day they are due. If the student does not have that subject on the due date, then it must be submitted as per the instructions on the Assessment Notification.
4. Students are encouraged to ensure either they or the subject teacher have signed to formally acknowledge that the assessment task has been submitted on the due date.
5. Students are encouraged to use the Year 7-10 Assessment Task Submission Register in the College Diary.
6. Any student who is taking leave that may affect the submission or completion of an assessment task needs to apply in writing to the Leader of Teaching and Learning. If the leave is approved, the student will be expected to complete an Illness/Misadventure/Leave Form and negotiate with their class teachers and the KLA Coordinators how to catch up missed work and assessment tasks. This can be found in Student Services or on the College website. This form is to be signed by both the student and a parent/carer and submitted to the Leader of Teaching and Learning prior to taking leave. It is the responsibility of the student to complete all assigned work otherwise the assessment penalties will apply as stated in the College Assessment Policy.
7. Malpractice is any behaviour where a student seeks to gain an unfair advantage over their peers. This will result in the student being penalised. Plagiarism can include:
 1. Copying directly from a text or any other source
 2. Not acknowledging other people's work, ideas, images, music etc.
 3. Colluding with others to submit or present work that is not your own
 4. Being in possession of unauthorised notes or resources during an examination or in-class task
8. Further requirements apply to Stage 5 (Years 9-10) students for the successful completion of the Record of School Achievement (RoSA). These are noted in the relevant section of the Assessment Handbook.
9. Students in Year 9-10 who do not follow these guidelines will place their RoSA in jeopardy.
10. Electronic equipment failure is not an acceptable excuse given the easy access of all students to devices, the internet and printers at school. Students are expected to regularly back up all of their work onto an external hard drive and/or Google Drive to keep electronic copies of their drafts as evidence of their ongoing work.
11. The following table should be used as a guide if there are reasons why an assessment task is not submitted or completed by the due date:

YEAR GROUP	SITUATION	PENALTY	DOCUMENTATION TO AVOID PENALTY
7-9	Late completion of a task/exam	One day late (-10%) Two days late (-20%) (of awarded marks) More than two days past due date OR Academic Malpractice = ZERO MARK	Parental note of explanation upon day of return
10	Late OR non-completion of a task/exam	= ZERO MARK	Illness/Misadventure/Leave Form AND Medical Certification upon day of return
7-10	Misadventure (eg accident) Illness Leave College representation or school-based activity		Illness/Misadventure/Leave Form

The Illness/Misadventure/Leave Form

PROCEDURES FOR USING THE ILLNESS/MISADVENTURE/LEAVE FORM

Students must make sure that they:

- ◆ familiarise themselves with the College policies as outlined in their Assessment Handbook;
- ◆ speak with the KLA Coordinator if they are in doubt about the requirements or procedures for assessments;
- ◆ complete each assessment task to the best of their ability;
- ◆ submit assessment tasks on time;
- ◆ only submit a digital or an electronic lodgement of an assessment task (that is, email, USB or shared via Google Drive) with prior approval by the KLA Coordinator and the subject teacher concerned;
- ◆ supply a note from a parent/carer on their return if the absence is due to illness; or
- ◆ supply evidence on their return if the absence is due to misadventure.

Students must also remember that if they are absent on the due date of an assessment task, they are still responsible for:

- ◆ notifying the school of their absence by contacting the school; and
- ◆ submitting the task on time by arranging for its delivery; or
- ◆ submitting the task on their return with evidence to support why it was not handed in on time.

The Illness/Misadventure/Leave Form has been developed to assist students in applying for consideration in the event that they are unable to submit a formal assessment task on the due date because they have been:

- ◆ prevented from attending a formal assessment task (written, oral or practical) on the due date because of illness or misadventure; or
- ◆ prevented from submitting a formal assessment task on time because of illness or misadventure; or
- ◆ affected by illness or misadventure immediately before or during an assessment task.

An application will not be considered on the basis of:

- ◆ difficulties in preparation or loss of preparation time without sufficient evidence; or
- ◆ alleged deficiencies in tuition; or
- ◆ misreading an assessment task's instructions; or
- ◆ technological or printer difficulties.

NOTES:

A medical certificate may not be accepted as an excuse for late submission of an assessment task where the task was issued well in advance of the illness or misadventure and the medical certificate shows that the student was not incapacitated until 24 hours before the due date.

Applications must be submitted to the Leader of Teaching and Learning using the form upon their return to school. Hard copies are available from Student Services or on the College website.