



Lower School Assessment Policy Summary

Gilmore College has high expectations of our student body. The aim of the assessment policy is to encourage students to take responsibility for their learning and to achieve success. It is our aim to allow staff, students and parents to work together in order to allow students maximum opportunities to successfully complete their assessment program. Assessment procedures must therefore be fair, valid, reliable and inclusive with the primary purpose being to enhance student learning.

Definitions: The policy refers to assessments that are based on the principles of the Curriculum Framework. Gilmore College Lower School Assessment Policy is developed in accordance with the Department of Education and Curriculum, Assessment and Reporting Policy principles of explicitness, comprehensiveness and fairness.

Responsibility for providing and explaining the policy rests with the teacher.

Responsibility for understanding and adhering to the policy rests with the student.

1. Assessment Guidelines

- ◆ Lower School student assessment has guidelines set by the Curriculum, Assessment and Reporting Authority. Adherence to these parameters is mandatory.
- ◆ A course outline and clear assessment guidelines must be provided to students at the commencement of the learning program.

2. Student Responsibilities

- ◆ Complete and submit all assessment tasks described in the course overview and assessment guidelines by the due date.
- ◆ Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.
- ◆ Provide written documentation for legitimate absences e.g. medical certificate.
- ◆ Maintain a folio of evidence for each course studied and to make it available whenever it is required.
- ◆ Provide written evidence for legitimate absences e.g. medical certificate

3. Teacher Responsibilities

- ◆ Develop a teaching/learning program that adheres to current Curriculum, Assessment and Reporting Authority guidelines, to be submitted to the Associate Principal by the end of Week 4 Term One.
- ◆ Provide students with a Program overview, and Assessment Guidelines at the commencement of the learning program for the entire learning program.
- ◆ Ensure that assessments are fair, valid, reliable and inclusive.
- ◆ Maintain accurate records of student achievement and assessment and meet school and external timeframes for assessment and reporting.
- ◆ Provide a grade at the end of each semester, for subject/s delivered.
- ◆ Inform students and parents of academic progress as appropriate, including failure to submit or complete a task on time. Initial contact to be made by telephone and recorded on SIS; subsequent contact to be made by letter and recorded on SIS.
- ◆ Inform parents, via Head of Learning Area, at least once a term of any student who is deemed unlikely to achieve a grade C or better.
- ◆ In consultation with their Heads of Learning Area, teachers will be flexible in the assessment requirements with students on alternative/flexible programs and provide modified programs and take prior work into consideration, if the student transfers part of the way into the course or requires a modified assessment program.

4. Absence from Class / Missed Work

(a) General

All teachers keep accurate attendance records for all classes. Teachers will refer students with ongoing absences to the relevant Year Manager/Coordinator.

Where a student can provide a medical certificate for extended absences it may be possible to modify the assessment program.

Absences from school must be substantiated by written evidence.

(b) Scheduled Assessment Tasks

- ◆ Absence from a scheduled assessment task (including tests and examinations) must be accompanied by an acceptable explanation (e.g. medical certificate) in order for the student to complete that assessment task or a similar task and gain credit.
- ◆ Where possible, advance notification of absence is required. Holidays are not a reasonable excuse for absence.

- ◆ Students will complete all assessment tasks with appropriate penalty applied, at the first opportunity upon their return to school.
- ◆ In cases where a student is unable to attend school to complete a scheduled assessment task, and where appropriate supervision can be provided and assured, the student may be given permission to complete that task in an alternative venue and time.

(c) Failure to Submit or Complete Work

- ◆ When an assessment task has not been submitted by the due date, the teacher will notify parents.
- ◆ In cases where work is not completed on time teachers will make their judgement on the evidence available at the deadline, in consultation with Head of Learning Area.

5. Changing Subjects/Course

- ◆ In cases where students enter late into a course, consideration will be given on an individual basis to the assessment program so as not to disadvantage the student. Students cannot change courses after the due date without School approval.
- ◆ All subject changes are dependent on the ability of the school to provide for the change and must have parental support. All applications to change subjects must be submitted to the Associate Principal in writing according to the procedure for subject changes.
- ◆ Subject changes must be completed by the end of Week Four of the program.

6. Extensions / Late work

- ◆ If there is no evidence of a legitimate absence available a penalty of 10% per school day late, will be applied for non-valid reasons for late submission and 50% for 5 or more days late. This does not apply to students with a valid extension.
- ◆ A student may apply to the class teacher for an extension to the due date for an assignment. NB: This must be applied for two days prior to the due date and accompanied by a letter signed by both parent and student.
- ◆ Extensions may be given in consultation with the Head of Learning Area.
- ◆ Any extensions must be recorded in the SIS behaviour module.

7. Cheating, Collusion and Plagiarism

Students shown to have cheated, colluded or plagiarised work will not receive credit for that task.

- ◆ Collusion is when a student submits work that is not his or her own for assessment.
- ◆ Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, work is essentially copied.

8. Examinations

- ◆ All students in Years 8 – 10 will partake in examinations in Semester One and Two.
- ◆ All subjects will be run as semester or year long courses and end of year exams will assess content for the duration of the program.

(a) Regulations

- ◆ When attending examinations, students must adhere to the regulations that pertain to that examination, and will be issued with the examination timetable.
- ◆ Infringement will result in an appropriate penalty, as detailed in the examination regulations.

(b) Attendance

- ◆ If a student does not attend an examination through sickness, a medical certificate must be provided and their school assessment mark will be based on the remaining completed work.
- ◆ A student who does not supply appropriate evidence, i.e. medical certificate, will be awarded zero for the examination and no further opportunity will be provided to sit the examination.

9. Students with Special Needs

The College will ensure that students identified with special needs are catered for in an appropriate way.

10. Reporting and Parental Communication

Students will be kept informed of their progress throughout enrolment in a subject.

Teachers will notify their Head of Learning Area immediately and an appropriate letter will be communicated to parents when it is identified that the student is at risk:

- ◆ Of not completing the assessment task
- ◆ Of achieving a D or E grade.

Gilmore College Lower School Assessment Policy Process

