



Assessment Procedure

Purpose

The Assessment Procedure aims to provide clear guidelines for supporting students, parents and teachers in implementing the NESAs requirements for school based assessments in conjunction with the Catholic Schools Office [Assessment Policy](#).

Scope

This procedure applies to all students and staff of St Joseph's Aberdeen.

Responsibilities

PRINCIPAL

- Responsible for ensuring the school abides by the Assessment Policy and Assessment Procedure
- Ensuring that assessment procedures are consistent and follow NESAs guidelines.

LEADER OF LEARNING

- Responsible for monitoring and assisting staff to ensure the Assessment Policy and Assessment Procedure is followed
- Completing Compass notifications and issuing letters to students and parents as required.

TEACHERS

- Responsible for implementing the Assessment Policy and Assessment Procedure.
- Developing relevant outcome-based assessments
- Written notification of all assessment tasks, a minimum of three weeks prior to the due date.
- Notifications which include a marking rubric, weightings, due date, submission requirements and outcomes being assessed
- Tasks are differentiated to meet the learning of all students
- Timely student feedback is given outlining areas of strength and areas for development
- Recording data from assessments
- Contacting Leader of Learning and parents if a student fails to submit on time or if the task is a non-serious attempt.
- Ensuring all students complete all tasks. Even if a student fails to submit a task and is awarded a zero mark the task must be completed and submitted.

STUDENTS

- meeting all course requirements, including attendance at classes
- applying themselves with diligence and sustained effort to the set work and experiences provided in each course
- being aware of assessment requirements, procedures, due dates and times
- making a serious attempt at all assessment tasks.
- submitting all tasks on or before the due date
- being present for all 'in-class' tasks and examinations.
- work submitted must be 'All My Own Work', and sources which have been consulted or quoted must be acknowledged

Step by Step

1. Assessment Book and Assessment Calendars are published in Compass School Documentation
2. Students are given three weeks written notification of an assessment task
 - a. Submission details
 - b. Components and weightings as per syllabus



- c. Nature and type of task
- d. Marking rubric
3. Students absent for a written notification are responsible to ensure work missed is caught up including obtaining a copy of the written notification.
4. Absence for an assessment task will require supporting evidence to avoid a student being awarded a mark of zero.
5. Hand in tasks must be submitted on or before the due date and time. Tasks submitted beyond the due date and time as per the notification will be deemed late and may be awarded a mark of zero. Students experiencing illness or extenuating circumstances will need to submit and [Extension/Illness/Misadventure Form](#). Students representing the school or other institutions for sport on the due date of a task should submit the task prior to the sporting event.
6. In-class tasks students must be present for the task. Students absent for an in-class assessment tasks will be awarded a mark of zero. Students experiencing illness or extenuating circumstances will need to submit and [Extension/Illness/Misadventure Form](#)
7. Where a student knows in advance that they will be absent on the day that an assessment task is to be submitted, which includes being absent due to another school organised activity, the student must NOTIFY THEIR CLASS TEACHER **at least 3 days before the due date** complete and submit an [Extension/Illness/Misadventure Form](#) to the relevant Leader of Learning.
8. [Extension/Illness/Misadventure Form](#) will be considered by the Assessment Committee and written confirmation of the alternate arrangements will be emailed to the student and their parents.
9. If a student completes an assessment task but believes that **exceptional circumstances** adversely affected their performance, the student **MUST, on the day of the task**, see the Leader of Learning or Curriculum Assistant Principal to obtain an [Assessment Task Appeal Form](#) and to provide an explanation as to why they feel their performance in the assessment task had been adversely affected.
10. All tasks are to be submitted/completed by the designated time on the specified date. All tasks submitted/completed after this time will be deemed to be LATE unless there are exceptional circumstances. Unless the Leader of Learning receives a completed [Extension/Illness/Misadventure Form](#) that provides an acceptable explanation for the late submission/completion of a task, the student will receive **ZERO** marks for that task.
11. Technology failure is NOT, in itself, a valid reason for failure to submit an assessment task on time. Technology breakdown as grounds for extension will only be considered in extreme circumstances.
12. Students will make a serious attempt at all assessment tasks. When a student does not make a serious attempt, fails to submit or attend an assessment task, a mark of ZERO will be awarded. However, all students must complete all tasks to a satisfactory standard to meet the outcomes of the task to satisfactorily complete the course. Parents must be notified in the case of student's non serious attempt or failure to submit or attend as assessment and alternate arrangements (eg afternoon detention) must be made for the student to complete the task.
13. All work presented in assessment tasks must be a student's own or must be acknowledged appropriately. Malpractice could lead to students receiving ZERO marks for that task and will jeopardise their Higher School Certificate.



<p align="center">Scenario 1 Unforeseen Absence Illness or Misadventure</p>	<p align="center">Scenario 2 Foreseen Absence Extension</p>	<p align="center">Scenario 3 Fails to submit or attend with no supporting evidence</p>
<p>Receive Assessment Task Notification and sign for it</p> <p align="center">↓</p> <p>Prepare your task as per the Assessment Task Guidelines</p> <p align="center">↓</p> <p>Unable to attend school due to unforeseen or unavoidable circumstance.</p> <p align="center">↓</p> <p>Parents must contact the school by 8:45am phone 65437444 or email admin@aberdeen.catholic.edu.au to notify the relevant Leader of Learning that you have a task due and are unwell.</p> <p align="center">↓</p> <p>Submit task via email or another student if possible.</p> <p align="center">↓</p> <p>Obtain proof of illness or misadventure i.e. doctor certificate, pharmacy certificate or police report. Complete an Extension/Illness/Misadventure form</p> <p align="center">↓</p> <p>Immediately upon return to school report to the Leader of Learning and submit task (if not already submitted) with your documentary proof of absence and other forms.</p> <p align="center">↓</p> <p>Note: Zero marks awarded until evidence is submitted.</p> <p align="center">↓</p> <p>The Leader of Learning will inform you in writing of any follow up action</p>	<p>Receive Assessment Task Notification and sign for it.</p> <p align="center">↓</p> <p>Prepare your task as per the Assessment Task Guidelines</p> <p align="center">↓</p> <p>Unable to attend school due to a foreseen or unavoidable circumstance,</p> <p align="center">↓</p> <p>Complete an Extension/Illness/Misadventure form at least 3 days prior and submit to the relevant Leader of Learning who will inform you in writing of an alternative arrangement for your task submission.</p> <p align="center">↓</p> <p>Note: Zero marks awarded until extension is granted</p> <p align="center">↓</p> <p>Submit Assessment Task as per the alternative assessment arrangements on the new due date.</p>	<p>Receive Assessment Task Notification and sign for it</p> <p align="center">↓</p> <p>Fails to submit a hand-in task or attend an in-class task on the due date/time with no reasonable excuse (as per illness/misadventure form)</p> <p align="center">Or</p> <p>Submits a task which has evidence of malpractice.</p> <p align="center">↓</p> <p>Teacher refers student to LOL for further investigation and issue a detention for task completion if required. Zero mark awarded in Compass.</p> <p align="center">↓</p> <p>Teacher contacts parents to inform them of the non-submission or malpractice and detention.</p> <p align="center">↓</p> <p>Students completes the task.</p> <p align="center">↓</p> <p>Teachers marks the task and provides feedback (even if zero marks are awarded).</p> <p align="center">↓</p> <p>Note: Junior students may require addition monitoring, support or scaffolding to ensure future tasks are submitted on time. If necessary refer to Learning Support for additional testing</p>



Definitions

All My Own Work - is a program designed to help HSC students follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC studies. Students who have completed the program will also know about penalties for cheating and how to avoid malpractice when preparing their work for assessment. To be eligible for the HSC, students must complete HSC: [All My Own Work](#) (or its equivalent) before they submit any work for Preliminary (Year 11) or HSC (Year 12) courses, unless they are only entered for Year 11 and Year 12 Life Skills courses.

Assessment - Is the ongoing process of collecting, analysing and recording information about student progress towards achievement of syllabus outcomes. Assessment involves reflecting on evidence to make informed and consistent judgements to improve future student learning. Assessment is integral to teaching and learning. A variety of assessment strategies and contexts should be used to give students opportunities to demonstrate in an authentic manner, what they know and understand as well as what they can do. <http://syllabus.nesa.nsw.edu.au/support-materials/assessment/>

Assessment Committee – is typically made up from the Leader of Learning, Assistant Principal and Principal.

Evidence – Supporting evidence may be in the form of a doctor's certificate, pharmacy certificate, police report and in some instance a statutory declaration.

Hand in task – are tasks that are completed outside of the classroom environment and need to be submitted to the teacher upon completion, either physically or digitally as per the task requirements. Such tasks may include written essays, research reports, interest projects, compositions, practical projects.

In class task – are tasks were the student in required to be at school and in class with the other students of that subject to complete the task at the same time or day. Such tasks may include written examinations, oral examinations, presentations, practical skills test, performance.

Malpractice – or cheating is about doing the wrong thing by behaving dishonestly.

It could be:

- copying in an exam from another student or using information secretly brought in
- handing in work that someone else did and saying it is your own
- making up journal entries for a research project
- using information from the internet or elsewhere (eg books, journals, DVDs), and not acknowledging the source.

Students have a responsibility to make sure that they understand the difference between what is honest and what is dishonest in relation to all your work for the HSC.

NESA – [NSW Educational Standards Authority](#) is an independent statutory authority reporting to an independent Board and the NSW Minister for Education. Making sure all children and young people in NSW leave school ready to take advantage of life's opportunities, as well as to rise to its inevitable challenges.

ROSA – [Record of School Achievement](#). The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC). The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up until and including some results from Year 12. The RoSA records completed Stage 5 (Year 10) and Preliminary Stage 6 (Year 11) courses and grades, HSC (Year 12) results, and where applicable participation in any uncompleted Preliminary Stage 6 courses or HSC courses.

Rubric – is an evaluation tool or set of guidelines used to promote the consistent application of learning expectations, learning objectives, or learning standards in the classroom, or to measure attainment against a consistent set of criteria