



Assessment Procedure

Purpose

The Assessment Procedure aims to provide clear guidelines for supporting students, parents and teachers in implementing the NESA requirements for school based assessments in conjunction with the Catholic Schools Maitland Newcastle, [Schools Curriculum, Programming, Assessment and Reporting K-12 Guideline](#)

Scope

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

Responsibilities

PRINCIPAL

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

LEADER OF LEARNING

- Responsible for monitoring and assisting staff to ensure the Schools Curriculum, Programming, Assessment and Reporting K-12 Guideline and Assessment Procedure is followed.
- Completing Compass entries/notifications and issuing letters (warning and N -Determination) 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 (recommended within two weeks) 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
 - e. Students are to acknowledge the receipt of an assessment task through a Notification Learning Task on Compass – This will be the sign on sheet for the assessment.
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 (Medical Certificate/Legal Documents – Years 10-12 or Letter/Compass Notification – Year 7-9 ONLY) 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 or cultural 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. Please refer to the "Academic Malpractice and Collusion Policy Guide" and "Procedure for Investigating Suspected Malpractice in School Assessments".



Scenario 1 Unforeseen Absence Illness or Misadventure	Scenario 2 Foreseen Absence Extension	Scenario 3 Fails to submit or attend with no supporting evidence
<p>Receive Assessment Task Notification and sign for it.</p> <p>↓</p> <p>Prepare your task as per the Assessment Task Guidelines.</p> <p>↓</p> <p>Unable to attend school due to unforeseen or unavoidable circumstance.</p> <p>↓</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>↓</p> <p>Submit task via email or another student if possible.</p> <p>↓</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>↓</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>Note: Zero marks awarded until evidence is submitted.</p> <p>↓</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>↓</p> <p>Prepare your task as per the Assessment Task Guidelines.</p> <p>↓</p> <p>Unable to attend school due to a foreseen or unavoidable circumstance.</p> <p>↓</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>Note: Zero marks awarded until extension is granted</p> <p>↓</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>↓</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>OR</p> <p>Submits a task which has evidence of malpractice.</p> <p>↓</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>↓</p> <p>Teacher contacts parents (by phone with follow-up email) to inform them of the non-submission or malpractice and detention.</p> <p>↓</p> <p>Students completes the task.</p> <p>↓</p> <p>Teachers mark the task and provide feedback (even if zero marks are awarded).</p>



Permitted Use of Artificial Intelligence (AI): Traffic Light System

To ensure the ethical use of AI tools in academic work, St Joseph's Catholic College Aberdeen has implemented a traffic light system that categorises AI use into three levels:

1. **Red Light (STOP):**

- **No AI use is permitted.** The task must be completed entirely without AI assistance.
- **Examples:** In-class assessments, exams, quizzes, drafts and formative assessments where students must rely solely on their own knowledge and skills.
- **Requirement:** An Academic Honesty Pledge is required to confirm no AI was used on the submission of the assessment task.

2. **Yellow Light (THINK):**

- **Limited AI use is permitted.** AI can be used for specific elements of the task as outlined by the classroom teacher or on the Assessment Task Notification sheet. This may include brainstorming, researching, planning, structuring, feedback, and editing.
- **Examples:** Research project, assistance with initial planning and structuring of response, gathering ideas, editing response. No AI is to be used in the final submission.
- **Requirements:**
 - AI content is not allowed in the final submission.
 - An Academic Honesty Pledge must be completed, including an 'AI Acknowledgment' that details how AI tools were used and attaches relevant queries, screenshots, and exported outputs. For example: *"I used Copilot (Microsoft, <https://copilot.microsoft.com>) on 30 July 2024 to brainstorm and plan my essay response. The prompt I used was: 'What are key points to consider around climate change in Australia?' I then used some of the suggested topics to write my own essay text based on research and readings I undertook."* This ensures transparency and adherence to authorised guidelines.
 - The AI prompts and responses must be submitted as an appendix to the task.
 - A student reflection on the learning journey, including an evaluation of AI-generated content, may or may not be required.

3. **Green Light (USE):**

- **Full AI use is permitted.** AI can be used interactively throughout the task to enhance knowledge, efficiency, and creativity.
- **Examples:** Creative projects where AI is used for generating ideas, structuring content, image creation, or enhancing a presentation.
- **Requirements:**
 - AI prompts and outputs must be documented and included as part of the submission.
 - AI references must be cited using footnotes, and responses included as an appendix.
 - A bibliography must be provided to ensure cross-checking of information.
 - A student reflection on the learning journey which includes an evaluation of AI-generated content, is required.
 - AI use will be part of the marking criteria, assessing the student's critical and ethical engagement with AI-generated content.

The unauthorised use of AI tools in assessment tasks, or failing to acknowledge their use, is considered malpractice. Only teacher-approved AI tools, such as those within the Microsoft suite, are allowed to ensure the protection of student data.



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 where the student is 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. Please refer to Academic Malpractice and Collusion Policy Guide and Procedure for Investigating Suspected Malpractice in School Assessments



ST JOSEPH'S
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ABERDEEN

HAVE A CARE FOR JUSTICE,
ACT WITH INTEGRITY

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

Supporting Documentation:

[Schools Curriculum, Programming, Assessment and Reporting K-12 Guideline](#)

Academic Malpractice and Collusion Policy Guide

Procedure for Investigating Suspected Malpractice in School Assessments