


DOCUMENT ID	RoSA Assessment	
APPLICABLE TO	St Joseph's Catholic College, Aberdeen	
DOCUMENT OWNER	AP - Curriculum	
EFFECTIVE DATE	Term 2, 2026	
REVIEW SCHEDULE	Annual	
RELATED DOCUMENTS	Catholic Schools – RoSA Assessment Guidelines ADJS - Statement of Practice - Academic Malpractice and Collusion	

1. Purpose

The purpose of the college specific Statement of Practice is to outline the culture, development and practice at a school level that implements the Catholic Diocese of Maitland-Newcastle, [Catholic Schools - RoSA Assessment Guidelines](#).

The college specific Statement of Practice outlines the college's expectations regarding HSC Assessment to ensure clarity and consistency for staff, students, and parents. This document is designed to uphold principles of procedural fairness in the submission of HSC Assessment Tasks and in the consideration of applications for variations to these tasks.

2. School Context

St Joseph's Catholic College is a regional secondary school serving students from Years 7–12. The college is committed to ensuring that all Stage 5 and Year 11 Preliminary students meet NESA course-completion requirements and achieve fair and accurate grades contributing to the Record of School Achievement (RoSA).

3. Development

This Statement of Practice has been developed to align with the Catholic Schools – RoSA Assessment Guideline and reflects local practices for managing assessment notifications, variation applications, missed tasks, academic integrity, and the daily implementation of RoSA expectations at the college.

4. Implementation

Implementation	Responsibility
<p>1. School-Based Assessment Notifications</p> <p>From the beginning of Term 2, 2026, all members of the college community are required to use the 2026 Assessment Notification Template for all Stage 5 (Year 10) and Preliminary (Year 11) assessments. Staff must maintain the format of the template to ensure consistency across the college. Please note that the Marking Guideline/Teacher Feedback included in the template is provided as an example only. The college endeavours to provide at least 21 days' notice where possible.</p>	Staff
<p>2. Malpractice Guidelines</p> <p>This college maintains a dedicated statement that outlines its approach to academic malpractice, including the use of emerging technologies such as artificial intelligence. The Catholic Schools - HSC Assessment Guideline and SJCCA - Statement of Practice - Academic Malpractice and Collusion provides clear guidance on expectations, responsibilities, and consequences related to academic integrity. Staff and students are encouraged to refer to this document to ensure full understanding and compliance.</p>	All Parties
<p>3. Assessment Committee (Years 10, 11 and 12 only)</p> <p>The Assessment Committee will be comprised of the Assistant Principal – Curriculum, the Pedagogical Mentor, the Learning Support Coordinator, and/or Leader of Growth and Development. This committee will consider all applications twice weekly.</p> <p>Students seeking an assessment variation must complete the School-Based Assessment Variation Form, available via the college website, Compass portal or from Student Services. Once completed, the form must be submitted to the Executive Assistant along with the required supporting evidence, in accordance with the diocesan Catholic Schools - HSC Assessment Guidelines.</p> <p>The Executive Assistant will ensure that all information and documentation is completed and attached. They will then acknowledge receipt of the form by signing the document, scanning the documentation, and returning a copy to the student. The scanned form and evidence will be added to the Compass Chronicle "Assessment Variation Form Received 10-12". The Executive Assistant will create the chronicle, placing the relevant LOL into the chronicle. Please note: An email is generated and sent to the parents.</p> <p>The Leader of Learning will review the request and make a recommendation.</p> <p>The Assessment Committee will then review the request, taking into account the recommendation provided by the Leader of Learning, and make a final determination. A chronicle will then be appended to the original chronicle with the decision.</p> <p>All chronicle entries will notify both the LOL, teacher, student and their parent/carer of the outcome of each stage of the process including the Assessment Committee's decision, with the exception of the LoL Recommendation.</p>	All Parties

<p>4. Notification of RoSA Assessment Tasks</p> <p>It is the practice of this college that students electronically sign to acknowledge receipt of each Assessment Task Notification. However, a physical sign on sheet may be used also. This ensures that students are aware of the task requirements, due dates, and relevant guidelines.</p> <p>For tasks that require submission (e.g., assignments or projects), students will electronically sign a second time to confirm that the task has been submitted.</p> <p>In the case of in-class assessments, it is assumed that students are present and completing the task as scheduled, based on their recorded attendance on the class roll. No additional submission confirmation is required for these tasks.</p> <p>Duration of Notice</p> <p>In accordance with the Diocese’s Catholic Schools - HSC Assessment Guidelines, students must be provided with a minimum of 14 calendar days' notice prior to the due date of any scheduled assessment task.</p> <p>However, as part of our commitment to transparency and student preparedness, the college’s practise is to provide at least 21 calendar days' notice for all assessment tasks. This extended notification period allows students sufficient time to plan, prepare, and seek support where needed, ensuring equitable access to success in their assessments.</p>	<p>All Parties</p>
<p>5. Submission of School-Based Assessment Variation Forms</p> <p>Students may be required to submit a School-Based Assessment Variation Form for a range of reasons, most of which are outlined in the Diocese’s <i>Catholic Schools - HSC Assessment Guidelines</i>. These include, but are not limited to:</p> <ul style="list-style-type: none"> • Foreseen absences (e.g. medical appointments, family commitments, college representation): <ul style="list-style-type: none"> ○ If a variation form is required, it should generally be submitted at least four school days prior to the scheduled assessment task. Exceptions may be made in cases of extenuating circumstances, at the discretion of the Assessment Committee. • Foreseen absences – Hand-in tasks or seen/known in-class tasks <ul style="list-style-type: none"> ○ The preferred and expected option is for the task can be completed before the due date. ○ <i>If the student submits the task on or before the due date, no School-Based Assessment Variation Form is required. The student is required to email the Leader of Learning who will then complete the “3a. Alternative Arrangements for Assessment” Chronicle entry and attach a PDF of the email.</i> ○ A variation form should only be submitted in exceptional circumstances where early submission or completion is not possible. The approval of the Assessment Committee will be required in this instance. • Foreseen absences – Unseen in-class tasks <ul style="list-style-type: none"> ○ For unseen in-class assessment tasks, students are not permitted to complete the task early. 	<p>All Parties</p>

<ul style="list-style-type: none"> ○ <i>Students must complete a School-Based Assessment Variation Form, allowing the college to schedule the task upon the student's return.</i> ○ This ensures assessment integrity and alignment with college procedures. ● Illness or misadventure in the lead-up to an assessment task: Students are still expected to submit or complete the task by the due date, unless exceptional circumstances justify an extension. In such cases, a variation form must be submitted with appropriate supporting documentation. <p>All variation requests are subject to review and approval in accordance with the college's assessment procedures. Students are encouraged to speak with their Leader of Learning or the Assistant Principal – Curriculum if they are unsure about the process.</p>	
<p>6. Procedure for Submitting a School-Based Assessment Variation (SBAV) Form</p> <p>To ensure consistency and transparency in managing missed assessment tasks, the following procedure must be followed at St Joseph's Catholic College:</p> <p>6.1. Chronicle Entry for Missed Task</p> <ul style="list-style-type: none"> ● If a student is absent on the day of the task or fails to submit the task, the Leader of Learning (LoL) must submit a Chronicle entry titled "Missed School-Based Assessment Task". This applies to all year Groups. ● Parents and students will be notified via this Chronicle entry that the task has been missed and that the student is required to complete a School-Based Assessment Variation Form. <p>6.2. Submission of SBAV Form</p> <ul style="list-style-type: none"> ● If the student meets the criteria outlined in Step 1 or has another valid reason for requesting a variation, they must: <ul style="list-style-type: none"> ○ Complete the School-Based Assessment Variation Form. ○ Attach all supporting evidence (e.g., medical certificates, documentation). ○ Submit the completed form and evidence to the Executive Assistant. <p>6.3. Processing by Executive Assistant</p> <ul style="list-style-type: none"> ● Upon receiving the form, the Executive Assistant will: <ul style="list-style-type: none"> ○ Sign and stamp the form to confirm receipt. ○ Scan and attach the SBAV form and evidence to the relevant Chronicle entry titled "Assessment Variation Form Received". Return the original form to the student as confirmation of submission. ● The Chronicle will automatically generate an email to relevant parties. <p>6.4. LoL Recommendation</p> <ul style="list-style-type: none"> ● For students in Years 10, 11, and 12, the Leader of Learning must complete the "LoL Recommendation Chronicle". ● For students in Years 7, 8, and 9, the LoL will determine whether to approve or decline the assessment variation request by completing either: <ul style="list-style-type: none"> ○ Form 3A – Approved or ○ Form 3B – Declined ● These forms are located under the "Assessment Variation – Years 7-9 (ABD)" Chronicle category. 	<p>All Parties</p>

<p>6.5. Assessment Committee Review</p> <ul style="list-style-type: none"> • The Assessment Committee meets twice weekly (currently Mondays and Thursdays) to consider all SBAV requests. • Based on the documentation and LoL recommendation, the Committee will: <ul style="list-style-type: none"> ○ Make a determination. ○ Complete either: <ul style="list-style-type: none"> ▪ Chronicle 4A – Approved ▪ Chronicle 4B – Declined • The outcome will be emailed to parents, and the Leader of Learning will be included in the notification chain. <p>6.6. Appeals Process</p> <ul style="list-style-type: none"> • If a student or family is not satisfied with the Committee’s decision, they may submit an Assessment Appeal Form. <ul style="list-style-type: none"> ○ This form must be submitted to the Executive Assistant, who will: <ul style="list-style-type: none"> ▪ Sign and date the form. ▪ Return a copy to the student for their records. ▪ Attach the form to the Chronicle entry titled "Assessment Variation Appeal Received". <p>6.7. Appeal Review Allocation</p> <ul style="list-style-type: none"> • Assessment appeals for students in Years 10, 11, and 12 will be reviewed by the Principal. • Assessment appeals for students in Years 7, 8, and 9 will be reviewed by the Assessment Committee. • In both cases, the reviewing party will notify parents of the outcome via the Assessment Variation Appeal Outcome Chronicle entry. 	
<p>7. Catch-Up Assessments</p> <p>In addition to the Catholic Schools – HSC Assessment Guidelines – St Joseph’s Catholic College has established clear procedures for managing missed assessment tasks to ensure fairness, consistency, and continuity of learning.</p> <ul style="list-style-type: none"> • Reporting on Return to School <ul style="list-style-type: none"> ○ Students who miss any assessment task—whether an in-class task or a submission (hand-in) task—must report to the relevant Leader of Learning immediately upon returning to school. <i>This is the first urgent required action.</i> If the relevant Leader of Learning is unavailable, students are to report to Student Services and request to see a member of the assessment committee. ○ During the meeting with the student, the Leader of Learning is responsible for discussing how the missed assessment task will be submitted or completed. The leader of learning is also to remind the student to submit the School-Based Assessment Variation form, with evidence, as soon as possible. • Missed Hand-In Assessment Tasks <p>If a student was absent on the due date of a hand-in assessment task:</p> <ul style="list-style-type: none"> ○ The student must submit the task at the time they meet with the Leader of Learning, on the first available day they return to school. 	All Parties

<ul style="list-style-type: none"> ○ If the student is unable to provide the physical task on that day (e.g., they have left it at home), an alternative submission method must be arranged. For example, the student must email a digital copy of the task to the Leader of Learning as soon as possible that afternoon (time to be negotiated by the LoL), to provide evidence that the task has been completed. ● Missed In-Class Assessment Tasks If a student was absent for an in-class assessment task, the student must: <ul style="list-style-type: none"> ○ report to the Leader of Learning on return to school, and ○ negotiate an alternate time to complete the task. <p>Students should expect to complete the missed task on the day they return, unless this is not feasible for the Leader of Learning due to faculty, supervision, or timetable constraints. In such cases, the Leader of Learning will determine the earliest appropriate alternative time.</p> ● Scheduling Considerations <ul style="list-style-type: none"> ○ If the student’s next available lesson is not within the relevant faculty, the Leader of Learning must negotiate with the Leader of Learning of the affected faculty to ensure the student’s temporary withdrawal does not compromise learning outcomes in other subjects. ○ As a last resort, catch-up assessments may be scheduled during designated non-curricular periods—such as Sport, Assembly, or Wellbeing time—where appropriate, and with consideration of the student’s overall learning program. 	
<p>8. Non-Serious Attempts in Assessment Tasks</p> <p>In addition to the guidelines outlined by Catholic Schools - HSC Assessment Guideline for the Higher School Certificate (HSC), St Joseph's Catholic College considers a non-serious attempt to include any submission that does not demonstrate genuine engagement with the task.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Submissions where no response is provided (i.e., blank pages or unanswered questions). ● Responses that contain content unrelated to the question, including material that is clearly irrelevant or nonsensical. ● Work that consists of complete gibberish or incoherent writing, indicating no meaningful attempt to address the task requirements. <p>Such submissions may result in a mark of zero and may be subject to further review by the Assessment Committee. Students are encouraged to engage seriously with all assessment tasks to ensure their learning progress is accurately reflected and supported.</p>	All Parties
<p>9. Record of Absence – Day Prior to an Assessment Task</p> <p>Students are expected to be at school the day prior to an assessment task being due.</p> <p>If a student is absent on the school day immediately prior to an assessment task being due, and the absence is outside of the student’s control, the following procedures apply:</p> <ol style="list-style-type: none"> 1. School-related business If the student is absent due to approved school-related activities (e.g. excursions, competitions, or representative commitments), no additional documentation is required. 	All Parties

2. Medical or other unavoidable reasons

If the absence is due to illness or another unavoidable circumstance, the student (or parent/carer) must complete a Record of Absence – Day Prior to Assessment Task form and submit it to the Executive Assistants.

The application will be reviewed by the relevant Leader of Learning.

If the Leader of Learning determines that the reason provided is not acceptable, the matter will be referred to the Assessment Committee for consideration.

3. Early departure from school

If a student attends a significant part of the school day but is required to leave early, the student is still considered to have attended the day. In this circumstance, no further documentation is required.

If there is any question or concern regarding the time at which a student needs to leave, the student or family should speak with the Assistant Principal – Curriculum prior to departure.