

Student Assessment Policy Years 7-9

Assessment

Assessment refers to any item which contributes to student levels of achievement. This may take the form of written assignments, tests and reports or it may be a practical task/demonstration, a multi-modal presentation or an oral task. Where possible, assessment will be conducted in normal class time. Students are expected to complete all tasks and sit for all examinations set as part of the assessment program for a course at the specified time.

- A semester outline with topics studied, assessment items and due dates will be provided to students by their teachers for each subject early each semester.
- Extensions (Special Provision) can only be given by Heads of Department (HODs).

In-Class Tests and Examinations

An in-class test/examination refers to any work done in a scheduled lesson or lessons at school.

Completed in-class tests and examinations which are completed on the due date, will be:

- marked and commented upon;
- credited towards completion of the course and
- credited towards the students' level of achievement for the course.

If a student is absent (with or without a valid reason) from a scheduled in-class test or end of semester examination, the procedures below will apply. For both of these categories, it is the decision of the Head of Department if a "late paper" is to be the same paper, or an equivalent paper, that a student will be required to complete. The student must produce credible documentation to explain the absence.

- For written tasks, at the next lesson after the scheduled date, the student is to complete the required assessment task on that day as directed by the Head of Department.
- The Assessment piece must be annotated 'Late Submission'.
- Credible documentation that explains why the student has been absent from the scheduled assessment task must be provided by the student. A time will then be negotiated to complete the assessment.
- If a student fails to report to the class teacher or Head of Department, contact will be made with a parent/carer and a time arranged as soon as possible to complete the assessment task.
- If a student is absent for a practical exam, the teacher will liaise with the Head of Department as to the possibility of an alternative examination session. If no session is possible, an alternative assessment task will be set by the Head of Department.
- The performance measure must be annotated 'Late Paper' on the Student Profile.

Assignments

Assignments may include written, oral or practical tasks which require both in-school and out-of-school time for preparation and completion.

- Assignments are a means of developing independent learning and student responsibility. They also provide students with a range of conditions for fulfilling assessment requirements.
- Information provided for a particular assignment should include:
 - Details of length, genre, time, method of presentation, conditions etcetera
 - Due date/s and date given
 - Assessment criteria
 - Specific subject conditions
- Assignments must be submitted on or before the due date. The final hard copy or electronic copy is to be submitted by 4pm on the due date.
- Possible computer failure should be allowed for in the student's planning. Computer/printer malfunction is not an acceptable reason for non-submission by the due date. Students should backup their files on a regular basis to overcome such eventualities.

- If email is used it is the student's responsibility to check that it has arrived within the timeframe required of all students. A delivery or read receipt should be used to confirm the receipt or reading of your email message.

Assignments which contribute to exit or progress assessment must satisfy the following criteria:

- Completed assignments which are handed in by, or on the due date, will be:
 - marked and commented upon;
 - credited towards completion of the course and
 - credited towards the students' level of achievement for the course.
- Assignments must be completed and presented by the due date, unless there are exceptional circumstances, which are covered by the following provisions:
 - An extension of time may be granted by the HOD prior to the due date if, in his or her opinion, sufficient reason exists. Such extension will be for a maximum of 72 hours.
 - In the event of absence due to illness up to and including the due date, the student must produce credible documentation from a parent or a parent may speak personally with the Head of Department to discuss the relevant circumstances, and an amended due date may be established.
 - In the event of absence due to special circumstances, e.g. bereavement on the due date, the student may supply some form of credible documentation or may send the assignment to school with a friend or relative (delivered to and receipted by the School Office), or a parent may contact the Head of Department on the date to explain the circumstances. If none of these options is possible, a note from the parent must be attached to the assignment explaining the circumstances. The assignment is to be handed in to the relevant Head of Department on the day the student returns to school.
- Unless covered by the circumstances above students who fail to submit assignments on the due date are to be treated as follows:
 - Parents will be notified that the student has failed to submit an item of assessment.
 - Any draft or preliminary work completed by the student assessed in the usual way against the assignment criteria.
 - The student will also be referred to the subject Head of Department.
 - Students who have no draft or preliminary work will also be referred to the subject Head of Department.
- If a student states the assignment is completed but left at home, the student is to be informed that the assignment may be submitted up to 4pm at the School Office, or if this is not possible, the student will have to phone his/her parent and arrange for a parent to speak with the Head of Department. The assignment is then to be submitted to the Head of Department before 9am the next day. If this procedure is followed, the submitted assignment is to replace the draft or preliminary work for assessment purposes.
- Assignments must be the students' own work. Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. The work that has been plagiarised will not be accepted and the remainder of the student's own work will be assessed in the usual way against the assignment criteria.

Non-Written Assessment

Non-written assessment may take the form of an oral, practical or performance mode.

For oral, practical or performance tasks, the students will:

- For an individual task:
 - At the next lesson after the scheduled date, the teacher will request the student to present the task during the lesson or in the lunch break or on the same day to suit the requirements of the class and/or teacher's timetable. Where necessary a suitable audience may need to be organised by the student.
- For a group task:
 - Depending on the duration of absence of the student after the scheduled date and at the discretion of the Head of Department the student may be requested to complete an alternative assessment task if reforming the original group is impractical.

If, in the opinion of the Head of Department, it is considered necessary, students may be required to complete alternative or additional assessment items so that they may be deemed as having completed the course requirements and awarded a level of achievement.