Narrogin Senior High School
LOWER SCHOOL ASSESSMENT
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1. Overview
Assessment assists teachers and schools in:
- monitoring the progress of students and providing feedback to students
- adjusting programs and developing subsequent learning programs
- reporting student achievement to parents

Assessment procedures must therefore be **fair, valid and reliable.**

2. Assessment guidelines
Secondary schooling assessment has mandatory guidelines set by the Department of Education and Training (DET). A subject outline and assessment outline must be provided to students at the start of the learning program.

3. Student responsibilities
It is the student’s responsibility to:
- complete all subject requirements by the due date
- maintain a folio of evidence for each subject studied and to make it available whenever required (sometimes the teacher keeps these for you)
- maintain a good record of attendance, conduct and progress (a student who is absent for five periods/days or more per term is deemed to be at risk)
- contact teachers concerning absence from class, missed assessments, extension requests and other issues relating to assessment.

4. Staff responsibilities
It is the responsibility of the teaching staff to:
- develop a program that meets DET requirements and guidelines
- provide students with a subject outline and assessment outline at the start of the subject, including approximate timing
- ensure that assessments are fair, valid and reliable
- provide students with timely assessment feedback and guidance
- maintain accurate records of student achievement and assessment
- meet school timelines for assessment and reporting
- inform students and parents of academic progress as appropriate.

5. Missed assessment work due to absence from class

**General**
If a student is absent from class, their ability to achieve to their potential is diminished. Extended absence frequently results in lower levels of achievement, and perhaps missed opportunities for future subject selection.

**Scheduled assessment tasks**
Absence from a scheduled assessment task (including tests) must be explained by one of the following:
- medical certificate, if possible
- telephone call or letter from parent.

Satisfactory explanation of the absence may enable the student to complete that assessment task, or a similar task, and gain credit.

**Wherever possible, advance notification of absence is required.**
Where there is no satisfactory explanation of an absence from a scheduled assessment task, or alternative arrangements cannot be made, the student and parent/guardian will be informed, and the school may use its discretion in determining an appropriate strategy which could address the issue.

**Prolonged absence**
Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student’s learning program.

6. Changing a subject
Generally, it is not possible to change after the first week, as to do so would place a student at risk of not completing requirements. The school will only consider changes in exceptional circumstances. All changes must be negotiated through the Year Leaders. Where a student changes school during a school year, credit for the completion of work in the same subject will be given when the student and/or previous school supplies appropriate evidence.

7. Non-submission of evidence of achievement

**General**
A subject or course overview, including timelines for submission of assessment tasks, will be provided to each student at the start of the course. Due dates will be clearly outlined and implemented. Where adjustment to a deadline is necessary, it will be made in close consultation with students and publicised. It is a teacher’s responsibility to manage the assessment outline. It is a student’s responsibility to provide evidence of achievement by the published timelines. Parents/guardians will be notified in cases where concern for a student’s progress emerges.

**Extensions**
Generally, it will not be possible for students to seek an extension of deadlines. In cases where work is not submitted on time, teachers will make their judgement on the evidence available by the deadline. Extensions may be given at the discretion of a teacher in cases of illness or significant personal problems. If a student does not apply and receive an extension, the consequences will be the same as for missed work without an acceptable explanation of their absence.

8. Cheating, collusion and plagiarism

Students shown to have cheated or been involved with collusion or plagiarism in assessed work or in tests will not have that work accepted as valid evidence of their achievement. Collusion is when a student submits evidence that is not his or her own work for assessment. Plagiarism is when a student uses someone else’s words or ideas without acknowledging that they have done so (a work is essentially copied).

9. Homework

This is set by each teacher and, depending on the nature of the subject, may be regular or occasional. In Middle School, students use their diaries and teachers and parents can use these for informal communication re homework. If homework is not completed, teachers can use detention, call home or send a blue Unsatisfactory Progress Letter to parents.

10. Reporting

Students will be kept informed of their progress throughout their course. Teachers will assess completed tasks and provide prompt assessment feedback to the student. Parents will be regularly informed about a student’s progress. Students and parents/guardians will be informed when it is identified that there is a risk of the student not:

- achieving their potential
- completing the subject requirement

School assessment appears on the student’s record of achievement, and is reported formally to parents twice a year. Results received in Year 8 and 9 are used to determine class placements in Year 10, which may influence course selection in Years 11 and 12, so it is vital that a student achieve to his/her potential from the time he/she starts high school.
We understand the above. Parent or Guardian and Student have read this policy and will follow these guidelines:

Student signature: ________________________________ __

Student Name: ________________________________

Parent/Guardian Signature: ________________________________

Parent Name: ________________________________

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