

Academic Information – Assessments

It is the aim of Prescott College that all students be academically successful in all subjects, as they progress through Year 7 to Year 12. With this as the focus, the College has outlined below the Assessment Policy and Procedure.

Assessments and Tests/Examinations

Assessments are defined as tasks that a student completes in class and or outside of class. They are not completed under timed conditions. They usually allow the student to complete some type of research and collaborate to the level defined in the task sheet.

Tests/examinations are defined as tasks that a student completes in class under supervised conditions. They are completed within a specific time frame and students are not able to collaborate.

Task Sheet

- The College task sheet template is to be used to write up all assessments.
- Teachers need to ensure that the information for the assessment is outlined clearly on the task sheet and includes a rubric for marking.
- Task sheets should clearly outline what is required for the Draft Due Date or Progress checks.
- Students are expected to make sure that they ask the teacher for clarification about anything that they do not understand on the task sheet (or anything related to the assessment). This will help them achieve at least a C grade for their work.
- Where group work is required for an assessment all students are expected to contribute equally. Should students in a workgroup feel that this is not the case they are to talk with their subject teacher.

Submission of Work

- All written assessments, drafts, and finals are to be submitted into SEQTA. While it is expected that the final product is a PDF, the draft should be submitted in the format prescribed on the task sheet.
- Students are reminded that failure to hand in assessments via SEQTA by the due date and time will result in an After-school Academic Improvement Session.
- Excuses such as 'I left my charger at home' are not acceptable and will not be taken into account unless there are extenuating circumstances that are discussed with the Deputy Principal on the same day (who will also talk with the subject teacher). Technical issues are not an excuse for failure to submit on time.
- Students are encouraged to use Google drive and or regularly back up their work on a USB or similar device so that they do not lose work, as this will not be accepted as an excuse for late submission either.
- The subjects that are exempt from the above statements are: Year 7–10 Design & Technology (Engineering, Food & Textiles), Health & PE, Digital Technology, Drama, Art and Music. Students completing assessments for these subjects are considered to be receiving ongoing feedback as they complete their work. This feedback is regarded as an ongoing

drafting process and as such there will be no Draft Due Date for these subjects, only a Final Due Date.

- If the assessment is a group assessment all members of the group are each to submit the work on SEQTA, unless the task sheet has requested otherwise.
- Handwritten work is to be scanned as a PDF and submitted. The library photocopier can be used for this.
- Art and Design & Technology assessments are to be photographed and submitted as a PDF/JPG where it cannot be scanned, as specified in the task sheet.
- It is expected that all students will work towards achieving a C grade or better in all assessments at all year levels. Where a student has an Individual Education Plan (IEP) the assessment will be modified to reflect this.
- At no time and under no circumstances, unless specifically instructed by a teacher in class, are students to draft another student's work. Students are reminded of the Assessment Declaration they have signed, which outlines how students are to conduct themselves when completing assessments.
- As tasks are submitted electronically they are expected to be submitted on the Draft or Final Due Date whether the student is present or not. If the student is absent, and this is not possible, it is expected that the teacher will be informed.

Feedback to Student

- All Feedback on assessments is to be given using SEQTA. This does not preclude one-on-one discussions that teachers may have with students, but means that the information shared in such a discussion should have its main points already detailed in SEQTA.
- The final grade must be given within two weeks of the final due date of the assessment.
- Teachers are to ensure that draft and final feedback are recorded separately in SEQTA.
- Teachers are to ensure that an assessment rubric has been uploaded to SEQTA (when the task sheet is first given to students) and that this is used to supply feedback, along with written comments.

Drafting student work

Only the subject teacher is to draft their students work. Students are not able to ask another subject teacher to draft their work.

Students are advised that when teachers draft their work it is done in the following manner:

- The teacher is giving suggestions to the students to help them to consolidate their current grade or improve their current grade level to the next grade level.
- At no time is it expected that a teacher's suggestions on a draft implies that the student would automatically get an A grade on their final if the student followed all the suggestions.
- The teacher may demonstrate a suggestion in the draft and then ask the student to apply it to the remainder of the draft, without having to write the same suggestions again and again throughout the assessment.
- A teacher may highlight strategies and make comment about how the student's work can be improved. Drafts are not intended for the teacher to write the student's work for them.
- In subjects where a draft is not required (Year 7-10 Design & Technology (Engineering, Food and Textiles), Health & PE, Digital Technology, Drama, Art and Music), students are expected to listen and apply the suggested improvements that the teacher makes as they work through their task. Feedback may also be given as written notes.

- It is reasonable for a teacher to require that students ensure certain things are done prior to submitting drafts. Such requests might include: spell checking the document, reading it through themselves in full before submitting.

Students who have questions about the suggestions or comments written on their draft assessments are to make it a priority to talk with or email their subject teacher about these on the next school day after the feedback.

NOTE: Talking with the subject teacher the day or two before the final due is not appropriate and may result in the student being unable to receive assistance.

Assessments

- All assessments are to have a Draft Due Date/Progress check and a Final Due Date.
- There is to be no more than two weeks between the Draft Due Date and the Final Due Date.
- Draft Due Date expectation - The draft is handed in on time as described on the task sheet.
- The assessment is to be completed in full including references, diagrams, formatting, etc.
- Some assessments may have progress checks, rather than a complete draft due date, prior to final submission. Failure to meet these progress checks will result in the same consequences as when a draft is not submitted (ASAIS). For a progress check/s to be considered as met, it is expected that the assessments will have been completed as per the requirements stated in the task sheet.
- The assessment is to be completed up to the part or section stated on the task sheet.

Failure to submit an assessment by the Draft Due Date/failure to meet progress check requirements:

- Teacher will contact parent by email or phone call on the day of Draft Due Date/progress check to advise non-submission (or submitted to an inadequate standard) and that the student has been given an After-school Academic Improvement Session and the date and time of that session.
- The teacher will record this contact information on SEQTA.
- Will result in the student receiving an After-school Academic Improvement Session/s, which it is expected they will complete the assessment ready to submit by the Final Due Date.
- Notice of the requirement to attend an After-school Academic Improvement session will be at least 24 hours in advance.
- Students will receive some feedback for their assessment during their After-school Academic Improvement session, but this will not be formal, nor will it be recorded on SEQTA.

Final Due Date expectation:

- The Final is handed in on time as described on the task sheet.
- The assessment is to be completed in full, including references, diagrams, formatting, etc.

Failure to submit an assessment by the Final Due Date:

- Teacher will contact parent by email or phone call on the Final Due Date to advise non-submission and that the student has been given an After-school Academic Improvement session and the date and time of that detention. The teacher will record this contact information on SEQTA.

- Notice of the requirement to attend an After-school Academic Improvement session will be at least 24 hours in advance.
- Will result in the assessment being graded from the draft that was handed in.
- Will result in the student receiving an After-school Academic Improvement session/s during which it is expected they will complete the assessment as outlined in the task sheet.

Students who receive numerous After-school Academic Improvement sessions will be required to attend an interview with the Deputy Principal, along with their parents.

Rules for Assessments That Are Directly Supervised

For assessments that are directly supervised by your teacher or other supervisors, any infringement of the following conditions is considered a breach of the rules. During an assessment you must not:

- Submit work that is not your own.
- Have in your possession any book or notes (apart from the materials permitted for that test, assignment, or examination), or any other means that would improperly help you in your work.
- Have in your possession any electronic device (including mobile phones and electronic dictionaries) apart from approved calculators (where permitted).
- Directly or indirectly help any other student.
- Permit any other student to copy from or otherwise use your papers.
- Directly or indirectly accept help from any other student.
- Use any papers of any other student.
- By any other improper means whatever, obtain or try to obtain, directly or indirectly, help in your work, or help or try to help, directly or indirectly, any other student.
- Collude with another student to take your place in an assessment (e.g. an examination).
- Be guilty of any breach of good order or propriety.

Your teacher will inform you if any materials are permitted for an assessment and if any special conditions apply.

Rules for Assessments That Are Indirectly Supervised

For assessments that are indirectly supervised by your teacher or other supervisors, any infringement of the following conditions is considered a breach of rules. You must:

- Submit assessment work that is your own.
- Hand your work directly to your teacher (or follow a procedure outlined by your teacher) by the due date (extensions may be negotiated with your teacher, but must be consistent with your school's policy on deadlines, SACE Board due dates, and/or special provisions).
- Show your teacher evidence of the development of your work so that your teacher can verify that it is your own.
- Clearly identify and reference the ideas or words used in your assessment that are from another person's work, including information from the Internet, books, pamphlets, etc.; you should keep any quoted work to a minimum — see the subject minisites for the SACE Board's guidelines for referencing and advice on how to avoid plagiarism.
- Not fabricate, falsify, or misrepresent authorship, evidence, data, findings, or conclusions.
- Not permit any other student to copy your work.

- Not permit any other student to otherwise use your work (unless an assessment requires this).
- Not use the work of any other student (unless an assessment requires this).
- Not use the work of any others in circumstances that can be defined as undue assistance (e.g. tutors, family, or friends).
- Not collude with another student or others to undertake an assessment (e.g. an investigative report a survey).
- Not circulate or publish online any written work that is being submitted for assessment in the year of enrollment.
- Not be guilty of any breach of good order or propriety.

Collusion between Students

When work completed by two or more students under indirect supervision is too similar, it may be appropriate to impose no penalty on the student whose work is used by another student. The teacher should ascertain whether the work of one student has been appropriated without that student's knowledge or approval, or under duress. If after investigation it is concluded that the work is a combined effort, the teacher should determine an appropriate penalty and result for the work of each student, depending on the contribution of each. If students collude during an assessment under direct supervision, the students involved are liable to receive a result of 'I' (no result), equivalent to a value of zero, for that assessment. The school would need to ascertain the extent of the collusion among all students involved by interviewing each of these students. It is a breach of rules for a student to knowingly permit any other student to copy or use his or her work.

Inability to Verify Work

If a teacher is unable to verify that work submitted is the student's own, a penalty may be appropriate. The student should be given the opportunity to provide evidence that the work presented is his or her own work.

Where the teacher believes that the work is not the student's own or that the student has received undue assistance from another person, the student should be interviewed to determine his or her knowledge of the content of the work submitted.

If the teacher is able to verify part of the work, a result can be awarded based on the proportion of the work that the teacher is able to verify.

If there has been no discussion with the student, and the teacher has not seen the work during the drafting process, the student is in breach of the rules and the assessment is liable to receive a result of 'I' (no result), equivalent to a value of zero.

Assessment Declaration for Students

At the commencement of each academic year, students will be required to read, understand and sign an Assessment Declaration. This declaration is undertaken to ensure that students understand that they are required to produce work that is their own as they complete assessments for their various subjects. Students completing SACE will sign the SACE Assessment Declaration. A copy of these declarations is available from the College upon request.

Assessment Task sheet and Feedback Cover page Templates

Assessment task sheet templates are to be used by all teachers for all subject assessments, except examinations where examination cover page templates are used. Feedback cover page templates are also to be used by teachers to provide feedback to students.

Assessment Format

Students are to format their assessment as per the instructions on their Assessment task sheet.

Assessment – Inability to Complete

Where a student does not complete an assessment task due to illness, injury or another reason, which is considered valid by the College, the teacher will arrange with the student to complete the assessment at the soonest available time. This will normally be the first day the student is back at school.

Tests and Examinations

- Summative tests and examination dates are to be provided to students at least one week in advance.
- The exception to the above will be when it is a safety test for a practical subject in which practical skills are being assessed for competence.
- Teachers may choose Not to publish actual tests and or examination papers results should be made available to students and parents within two weeks of the test/examination.
- When a student is absent for a test the teacher will have them complete this at the soonest time available upon their return. The exception is Year 11 & 12 students – see next point.
- When a student is absent for an examination or they are a Year 11 & 12 student who is absent for a test or examination, they will need to produce a medical certificate for the time period they were away. The subject teacher and the SACE coordinator will determine whether the test or examination will still be taken.

Applying for extensions of time to complete assessments

- Students need to apply to the Deputy Principal for an extension to an assessment (not tests or examinations).
- The extension Form is available from the Deputy Principal.
- The extension Form needs to be submitted to and signed by the subject teacher at least two days before the Draft Due Date or Final Due Date.
- If approved, this extension Form needs to be submitted along with the assessment on the new Due Date (Draft or Final).
- Where there are extenuating circumstances, and the form cannot be submitted within this time frame the student is to talk with the subject teacher and the Deputy Principal.

After-School Academic Improvement Session Information

- Are allocated to students who have not completed work, either by the Draft Due Date / progress check and/or the Final Due Date OR for not completing work to the minimum standard for that year level / student.

- Teacher will contact parent by email or phone call on the Final Due Date to advise non-submission and that the student has been given an After-school Academic Improvement session and the date and time of that detention. The teacher will record this contact information on SEQTA.
- Notice of the requirement to attend an After-school Academic Improvement session will be at least 24 hours in advance.
- Are held on Tuesdays and Wednesdays each week of the term, unless advised otherwise. Parents and students are to check the information supplied to them so they know which day and date to report.
- Will be held in Room C.
- Will be held from 3:30 pm until 5:00 pm.
- Failure to report for an After-school Academic Improvement Session, without appropriate explanation, will result in an In-school Academic Detention, including further possible further ramifications.
- Students who have been allocated to Vista sport, or have other after-school events, are expected to make their After-school Academic Improvement Session a priority and attend. They will need to make up that other after school event at another time.

Assessment Procedure Flow Diagram

