

Introduction

The following guidelines have been developed so that students, parents and teachers know their responsibilities in the assessment process. The application of the Assessment Policy and guidelines may vary according to a specific Learning Area context. Students and parents will be advised well in advance of any adjustments to this policy. A key feature of the assessment policy is that the outcomes/achievements which students derive from their studies must be determined in a manner that is procedurally fair.

1. Overview

Assessment assists teachers and schools in the following:

- monitoring the progress of students
- providing feedback to students and parents
- developing subsequent learning programs
- reporting student achievement to parents
- whole-school and system planning, reporting and accountability procedures. Assessment procedures must therefore be fair, valid and reliable.

2. Assessment guidelines

Senior secondary schooling assessment has mandatory guidelines set by the School Curriculum and Standards Authority. A course unit outline (including task deadlines) and assessment outline must be provided to students at the start of the learning program.

3. Responsibilities

3.1 Student responsibilities

It is the student's responsibility to:

- follow the direction provided in the course outline and assessment outline
- complete all course requirements by the due date
- maintain a good record of attendance, conduct and progress (a student who is absent for five periods or more of a course per term is deemed to be at risk of failure)
- initiate contact with teachers concerning absence or proposed absence before the absence date from class, missed assessments, extension requests and other issues with assessment

3.2 Staff responsibilities

It is the responsibility of the teaching staff to:

- develop a teaching/learning program that meets School Curriculum and Standards Authority requirements and guidelines and is based on the current syllabus
- provide students with a course outline and assessment outline at the start of the course
- ensure that assessments are fair, valid and reliable
- provide students with timely assessment feedback and guidance
- maintain accurate records of student achievement and assessment

- make available assessed work within ten business days of assessment and record assessment mark in RTP (this timeline may be longer depending upon the nature of an assessment, i.e. portfolio project)
- meet school and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate
- if requested, provide the School Curriculum and Standards Authority with access to assessment documentation and marked assessment tasks for all students
- comply with course meeting and professional development requirements of the School Curriculum and Standards Authority
- be involved in internal comparability processes where more than one teacher is teaching the course within the school

3.3 School Responsibilities

The school must participate in the School Curriculum and Standards Authority:

- school moderation program
- consensus moderation procedures
- small group moderation procedures, where applicable.

The school must provide data to the School Curriculum and Standards Authority in accordance with agreed formats and timelines.

4. Changing a course

Generally, it is **not possible to change courses after the first month of that course**, as doing so would place a student at risk of failing to complete the requirements. The school will only consider changes in exceptional circumstances. All changes must be made using the appropriate proforma and have parental approval. All changes must be negotiated with the Deputy Principal (Senior School) or delegate.

Any request for changing a course must adhere to the WACE schedule dates set by the School Curriculum and Standards Authority. The student, where possible, will be allowed to complete missed assessments or receive recognition of comparable achievements completed and credit granted.

When a student changes schools during a school year, credit for completing work in the same course will be given when the student and/or previous school supplies appropriate evidence.

5. Rules Regarding Assessment

5.1 Missed assessment work due to absence from class

If a student is absent from class, their ability to achieve their potential is diminished. Extended absence frequently results in lower levels of achievement or unit assessment requirements needing to be met. These are reported on a case-by-case basis but may include an E grade or a mark of zero for assessments missed. This may have a WACE (Western Australian Certificate of Education) implication.

Specialty Scheduled Assessment Tasks

The following procedures must be followed for an absence from a specialty scheduled assessment task (including tests and examinations) In such cases, the parent/guardian must:

- contact the school before 9.30am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide a medical certificate to explain the absence or, for urgent non-medical issues that have caused the absence, provide a letter of explanation immediately following the student's return to school

Where the student provides a reason, which is **acceptable** to the school, for the noncompletion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- not require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority's requirements for the course and to enable a grade to be assigned)

A satisfactory explanation of the absence may enable the student to complete that assessment or a similar task and gain credit. Wherever possible, advance notification of absence is required, should a student be absent on the due date for submitting an assessment item. In that case, the student must make timely arrangements for the assessment item to meet due deadlines. In cases where a student cannot attend to complete a specially scheduled assessment task and where appropriate supervision is guaranteed, permission may be negotiated to complete that task in an alternative venue.

Where there is no satisfactory explanation of an absence from a scheduled assessment task, or alternative arrangements cannot be made, unit assessment requirements may not be met. The student and parent/guardian will be informed, and the school may use discretion in determining an appropriate strategy to address the issue. This may include a reduction in marks by up to 10% per day.

Prolonged Absence

If a student cannot attend school for a lengthy period due to injury or illness, the school will endeavour to support the student's learning program. Detailed medical evidence will need to be provided so appropriate determinations can be made around the adjustment of assessments if required.

5.2 Non-submission of evidence of achievement - General

A course overview and assessment schedule 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. All work submitted will be assessed. Parents will be notified of missed or failed assessment tasks through the school's Stages of Concern Letters, email or telephone calls.

Non-completion and/or Late Submission of Assessment Requirements

- contact the school before 9.30am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide a medical certificate to explain the absence, or for urgent non-medical issues that have caused the absence, a letter of explanation will be needed immediately following the student's return to school

Where the student provides a reason, which **is acceptable** to the school, for the noncompletion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or a revised date for an in-class assessment task (generally, within two days of the student's return) **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority's requirements for the course and to enable a grade to be assigned)

Students will be provided with an opportunity to present evidence supporting their reason for not completing an assessment task or not submitting it by the due date.

The school will decide whether or not the reason for non-completion or late submission is acceptable and apply an appropriate strategy

If a student has been provided with the opportunity to complete the assessment requirements for a course unit but does not use this opportunity for reasons that are not acceptable to the school (e.g. absence on the due date of an assignment or the day of a test, late submission of an assessment task) a consequent marks reduction will apply. Consequences may include:

- a mark of zero **or**
- a scaled reduction of the mark (e.g. based on the number of days late)

If a student does not have the opportunity to complete the assessment requirements for a course unit or subject and the reasons for non-completion are acceptable to the school, then the following assessment strategies may apply:

- provide an alternative assessment task
- extension of time
- remove the requirement to complete an assessment from the individual student assessment schedule, adjusting the possible mark accordingly and re-adjust the weighting of remaining tasks to meet the Authority's requirements for the course

Parents/guardians will be notified if the student is deemed at risk of receiving a significantly lower grade than expected due to non-completion or late submission of work

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 may make their judgement on the evidence available by the deadline. Application for an extension must be in advance of the due date and should be supported by a parent/guardian letter. Extensions may be given at a teacher's discretion in cases of illness or significant personal problems. If a student does not apply for and receive an extension, the consequences will be the same as missed work without an acceptable explanation for their absence.

5.3 Integrity/Validity of Assessment Evidence

Students who have compromised the integrity (and therefore validity) of assessed work or examinations will not have that work accepted as valid evidence of achievement.

Students caught sharing copies or images of assessments, or test papers will be suspended from school.

- **Cheating** includes but is not limited to:
 - possession or knowledge of examination or test questions before a test or examination. Cancellation of all the candidates' practical or written marks will result.
 - Possession of unauthorised notes or unauthorised technologies such as mobile phones, smart watches, Bluetooth and electronic devices are not permitted in tests and examinations. Cancellation of part or all of the candidate's practical and/or written examinations or test marks may result regardless of whether or not actual use is established.
 - Cheating also includes any attempt to modify assessed work, including but not limited to altering or erasing teachers' marks and adding to assessed work to gain additional marks.
 - Student(s) caught sharing copies or images of assessments, or test papers will be suspended from school if appropriate

Cheating may result in a mark of zero for the whole assessment task or a mark of zero for the part(s) of the assessment task where the teacher can identify that cheating has occurred.

- **Collusion** means *illegitimate cooperation* with someone else to complete assessment tasks. This can include sharing test/exam questions and group tasks that are supposed to be individual (e.g. projects/reports/essays/take home assessment tasks) or submitting evidence that is not a student's own work for assessment. Parents will be informed, and the collusion will be recorded against the student. The student will be deemed not to have attempted the task, and an E or 0 may be given.

The student must show the authenticity of their work by submitting notes, references used and drafts, including draft versions of computer-generated work, to establish that collusion has not occurred. Students are responsible for keeping evidence of authenticity in regards to their assessments.

Additionally, a student who allows their work to be copied may receive a mark of zero for a test or examination or may be deemed not to have attempted the 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). Most commonly, this occurs by copying and pasting 'chunks' of information from a different source. This evidence will not be accepted, and parents will be notified. The student will be deemed not to have attempted the task, and a 0 may be given. The student must show the authenticity of their work by submitting notes, references used, and drafts, including draft versions of computer-generated work, to establish that plagiarism has not occurred.

- **Fabricated/Appropriated content:** Fabricated content means 'making up' content to support a task. It can include inventing sources of information that are incorrect or don't exist. Appropriated content means using content generated by someone/thing else, for example, appropriating content produced in an AI application. Appropriation can overlap with plagiarism depending on how it is used.

The student must show the authenticity of their work by submitting notes, references used, and drafts, including draft versions of computer-generated work, to establish that evidence has not been fabricated or appropriated.

5.4 Additional opportunity to complete a task

The student **may** be provided with an additional opportunity to complete a task if:

- the student has attempted other assessment tasks but requires an additional opportunity to demonstrate achievement of an outcome
- the school agrees that it is feasible and desirable to provide an additional opportunity so that a student may convert a U, E or 0 to a passing grade or mark

5.5 Authentication of out-of-class assessment tasks

The teacher will use suitable strategies to validate that students have completed assessments without unfair assistance outside of class from, for example, tutors or parents. Methods to validate out-of-class work are:

- periodical monitoring of student progress with out-of-class assessment tasks completed over extended periods
- unseen questions administered in class with open access to reference notes
- research questions completed at home, with assessment measured by in-class testing of the key concepts
- prepared questions researched out of class but completed in class

In the event of extended absence (sickness/misadventure/catastrophic event), a validation assessment may be required to moderate out-of-school assessments and inform professional teacher judgement on student achievement. Course and Assessment Outlines may also be changed should circumstances require this validation and student achievement to occur and/or advised by SCSA. Appendix B Procedural Fairness and Declaration of Authenticity will need to be completed for each of these assessments and will be provided with the assessment.

5.6 Out-of-School Assessment by a Third Party

In some courses, students can demonstrate evidence of achievement in situations outside of school, such as the workplace or when completing a first-aid certificate. Achievement information provided by a third party must conform to School Curriculum and Standards Authority guidelines and school assessment policies.

Assessment in the out-of-school situation must be based on the course requirements, and copies of the assessment tasks must be retained in school records and made available for moderation. Schools must work collaboratively with third-party providers to meet these requirements and ensure internal comparability where necessary.

If an assessment task cannot be submitted directly to the teacher, it must be submitted to the relevant Head of Learning Area/Teacher-in-Charge, who will sign the date and time received before forwarding it to the teacher.

Students are responsible for retaining evidence of their out-of-school achievement in a course assessment folio. Teachers are responsible for recording and including the authenticated out-of-school evidence of student achievement with their judgements of other course assessment tasks.

5.6 Examinations and in-class assessments

(Refer to Appendix A)

Regulations

When attending examinations, students must adhere to the regulations for that examination. Details of regulations are included in Appendix A. Infringement of regulations will result in an appropriate penalty.

Attendance

Students must attend scheduled examinations. In exceptional circumstances, alternative arrangements may be negotiated through the principal and/or School Curriculum and Standards Authority before the examination date. Should a student be ill on the day of an examination the Senior School Deputy Principal and/or delegate should be advised by telephone, and a medical certificate should be provided on return to school. **Participating in family holidays will not be accepted as an exceptional circumstance.**

5.7 Students requiring special consideration

The school will ensure that students with special educational needs are catered for appropriately and by School Curriculum and Standards Authority guidelines.

6. Student appeals against school assessment

Students have the right to seek school reviews of assessment procedures. If matters are not resolved satisfactorily, they may lodge appeals against school assessments with the School Curriculum and Standards Authority.

Students may appeal against school assessments because the procedures used did not conform to the school's assessment policies based on School Curriculum and Standards Authority guidelines. All relevant documentation must be retained by the school for use in the event of appeals against school assessments.

Should a student or parent disagree with an allocated mark/grade, a request for reconsideration should be made, in writing, within three working days.

The Senior School Deputy Principal will investigate to determine whether:

- the assessment program conformed to the School Curriculum and Standards Authority requirements
- the assessment procedures conformed with the school's Assessment Policy based on the School Curriculum and Standards Authority's guidelines
- any procedural or computational errors occurred in determining the student's assessment

A review committee will judge based on the evidence acquired from the student and the teacher, resulting in upholding the mark/grade awarded or adjusting the mark/grade. The School Curriculum and Standards Authority are informed of the change if the course mark or grade is adjusted.

7. 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 notified when it is identified that there is a risk of the student not:

- achieving their potential
- completing the subject/course requirements
- meeting WACE requirements

Student achievement is reported to the School Curriculum and Standards Authority. The Council statistically moderates the school assessment based on the school’s performance in the external examination. The moderated school assessment appears on the student’s record of achievement.

8. Retention of Student Work

Completed student assessments must be retained until the appeals process has been completed or the date for the appeal has expired. Teachers must establish and maintain an assessment file for each student, which:

- contains all marked written assessment tasks and can be accessed by the student for revision purposes
- is retained by the school until the Authority accepts the results
- is returned to the student within a specified period after the results are accepted by the Authority or are securely disposed of by the school

REVIEW DATE: 1st December 2023 (unless an update is required)

HISTORY OF CHANGES

Effective Date	Last update date	Policy Version no.	Portfolio Responsible for Review	Notes
01 January 2024	13 December 2023	1.1	Deputy Principal of Senior School and Heads of Learning Area	Amendments to section 5.3 and updating of definitions

APPENDIX A

Melville SHS Examination Instructions for Students

A General

1. Students should read the examination rules and familiarise themselves with expected student behaviour during examinations
2. Examination courses (ATAR) only are suspended for the duration of examinations
3. General (non-examinable) courses are not suspended and continue during the examination period. Students with three examinations or fewer are required to attend classes on days other than those they have an examination; the reverse situation will be applied for Externally Set Tasks (ESTs)
4. Uniform must be worn to examinations
5. You must check the exam timetable to see that all the examinations you plan to sit are listed. If you believe there is an error on your Personalised Examination Timetable, please consult Deputy Principal Senior School
6. You must sign your exam timetable and take it to each practical/written examination as proof of enrolment/identity. This Personalised Examination Timetable will show your WA Student Number, which must be written on each examination question/answer book

B Student Attendance During the Examination Period

Attendance during the examination period will vary depending on students' involvement.

Four or more examinations:

- Students engaged in at least four examinations are required to be in attendance only for examinations as shown on their examination timetable. On other days students may arrange to meet with their teachers. However, examination classes (ATAR) are suspended for examination courses during this period

Three examinations or fewer:

- Students are required to attend regular classes during the examination period.
- Some students may have a single examination, for example, Design Graphics. These students are only required to attend the examination on this day but must attend all regular classes on other days

C. Examination Instructions

7. Candidates should be at the exam centre 20 minutes before the time prescribed for the commencement of an exam
8. No additional time will be provided to students that arrive late for an exam. You will not be admitted to an examination after 30 minutes have passed from the start of the working time of the examination
9. Candidates should write clearly with a blue or black pen unless otherwise directed.
10. You must take your signed Personalised Exam Timetable to each exam and make it available for the supervisor
11. You must provide your own pens, pencils, coloured pencils, sharpener, highlighters, ruler, eraser, correction fluid/tape and other items specified or recommended for particular courses. These specified or recommended items are listed on each examination paper's front cover and in the syllabus's examination design brief. Items should be contained in a pencil case made of transparent materials
12. Any equipment brought into the examination room will be subject to inspection. Equipment may bear only the original inscribed information and your name
13. All items other than those listed on the front cover of each examination paper are classified as unauthorised and should not be brought into the examination room. These include, among other things:
 - mobile phones



- any type of watch
- MP3/MP4/iPods/iPads/laptop computers/tablets/external storage media
- bags
- pencil cases not made of a transparent material
- calculator cases/covers
- calculator instruction booklets
- map templates of any description

If due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the room. No responsibility will be accepted by the supervisor for your personal property. Students found to have any of these items after the commencement of the exam will be deemed to have breached the Examination rules, and severe penalties, such as cancellation of the paper, may apply

14. Candidates must observe any general instructions given by a supervisor and note carefully any instructions on the front of the examination paper. The period before the commencement of the examination must be observed as a reading period only. No writing, highlighting, underlining or use of calculators is permitted during the period.
15. No writing paper, notes, books or manuscripts may be brought into the examination room other than those expressly permitted
16. Approved calculators are permitted in some course examinations. A calculator must be silent in use and not contain a program that transforms it into an unauthorised calculator. If you possess an unauthorised calculator, you will breach the examination rules. Programmable calculators such as scientific, graphic, CAS and non-programmable are permitted in Section Two: Calculator-assumed of the mathematics examinations. Candidates can take into the examination up to three calculators. Any brands or models of these calculators are permitted
17. Approved dictionaries are permitted in the written examination of all Language courses (except English). Personal copies of dictionaries must not contain any notes or other marks (including underlining and highlighting) except the name and address of a candidate and will be inspected during the examination. Dictionaries may be consulted during the reading time of an exam
18. You may take up to two (2) A4 sheets of notes into the mathematics examinations. These notes may only be used in the calculator-assumed section of the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations. Your notes in these courses can be handwritten, typed, photocopied or commercially produced. They must be flat, contain no folds, and not be pages joined by glue or tape. They may be written on both sides but must not have other notes attached to them (including sticky notes). The notes on the sheets may come from any source and contain any information you wish to take into the examination. The font on the sheets may be of any size. You are permitted to bring only the prescribed number of sheets into these specific examinations. If you attempt to bring in more sheets than the authorised number, you will be in Breach of Examination Rules
19. Blank working papers cannot be brought into any examination. If you require additional working paper, you must ask the supervisor. Work that is not to be marked should have two lines drawn through it and be labelled 'do not mark'
20. For multiple-choice sections, you must use a blue or black pen to shade the boxes. Do not use erasable or gel pens
21. You may use either a pen or pencil in other sections of the examination, though blue or black is preferable. Do not use erasable or gel pens
22. Generally, eating is not permitted during an examination. However, if there are exceptional circumstances (e.g. a diabetic condition), you may apply to eat food during an examination
23. You can bring water to the examination in a clear plastic bottle with all labels removed. The water bottle should have a secure lid and a capacity of no more than 1500ml. Water bottles may not be refilled during the examinations

24. All written responses to examination questions must be in English unless specified in the examination paper
25. The purpose of reading time is for you to read all instructions on the paper, familiarise yourself with the questions and determine which questions you will attempt. All ATAR course written examinations have 10 minutes of reading time. Reading time is for reading only. No marking of the paper by pen, pencil, highlighter, fingernail, or other items or the use of calculators is permitted during this period. Approved dictionaries (see Appendix C) can be consulted during this time for all Language (except English) examinations. Music candidates are permitted to use school-issued personal listening devices
26. You will not be allowed to leave the examination during the first hour or the final 15 minutes of the examination. The supervisor will usually advise you when 15 minutes remain in the examination. You must stop writing immediately when instructed by the supervisor. You should not leave your desk until all papers in the room have been collected. You should leave the examination room in an orderly fashion when directed by the supervisor. Talking to other candidates is not permitted in the examination room at any time
27. When you have been dismissed from the examination, you should move clear of the examination room so you don't disturb other candidates who may still be engaged in an examination. You are not permitted to remove examination materials from the examination room. All examination scripts remain the property of the school.
28. Mathematics ATAR course examinations: Mathematics Applications, Mathematics Methods, Mathematics Specialist
 - Each Mathematics ATAR course examination consists of Section One: Calculator-free and Section Two: Calculator-assumed. Formula sheets are provided for use in both sections of the examination. Notes may be used only in the calculator-assumed section. The following procedure will be used for sitting each Mathematics ATAR course examination:
 - Both sections of the examination paper (Section One and Section Two) will be placed on your desk, along with the corresponding formula sheet
 - You will be required to place, in order, your notes, Section Two of the examination paper and your calculator, on the floor under or beside your seat.
 - You may not touch these materials until instructed to do so
 - If you complete Section One early, you will not be allowed to start Section Two until instructed
 - Section One papers will be collected before you start Section Two
29. During the examination, no communication between candidates is allowed. Candidates wishing to communicate with a supervisor should raise their hand to attract attention
30. Candidates are not permitted to remove examination materials from the examination room unless the supervisor gives specific permission
31. Candidates must adhere to the instructions for the conduct of the examination and any other instructions from the examination supervisors


D. BREACH OF THE EXAMINATION INSTRUCTIONS.

It is the responsibility of all candidates to ensure they understand all instructions relating to the examinations. Candidates should check thoroughly that they do not have any unauthorised material before the commencement of the exam.

Candidates found to have unauthorised material after the commencement of the examination run the risk of having their examination paper cancelled. When candidates are found to be in breach of instructions, the school may cancel the candidate's examination paper.

See the next page for the Procedural Fairness and Declaration of Authenticity Form.



APPENDIX B MELVILLE SENIOR HIGH SCHOOL PROCEDURAL FAIRNESS & DECLARATION OF AUTHENTICITY FORM		 MELVILLE <small>SENIOR HIGH SCHOOL</small>
STUDENT NAME	Click or tap here to enter text.	
COURSE/SUBJECT	Click or tap here to enter text.	
ASSESSMENT TASK	Click or tap here to enter text.	
<p>As a student of Melville Senior High School participating in an out of class/school assessment I declare that:</p> <ul style="list-style-type: none"> - All of the work completed in this submission is my own - None of the work performed or submitted was worked upon directly by a teacher or any other person or company except those acknowledged, if appropriate, in the references and acknowledgment section of this assessment - None of the work for this submission was submitted for any other external assessment in any other course - If this is a submission for a timed assessment, that the assessment was completed within the set time period and additional time was not used to complete the assessment unless permitted under Special Educational Arrangements approved by MSHS and SCSA - If this a submission for a timed assessment, that the assessment is completed without any assistance as it would be in a classroom environment and no external support is used unless stipulated in the assessment (ie mobile phone use or text book) - That an onsite assessment may be used to validate the out of class/school assessment(s) and that marks/grades allocated for the out of class assessment are adjusted based on the validation and teacher judgement - That a student may be asked to sit another assessment should it be determined that the assessment submitted cannot be validated - That the appropriate Assessment Policy for the student will be applied should it be determined that the student has cheated or engaged in collusion or plagiarism 		
Student Signature: Click or tap here to enter text.		
Date: Click or tap here to enter text.		
Witness (parent/guardian)	Click or tap here to enter text.	
Name (typed or written):	Click or tap here to enter text.	
Signature:	Click or tap here to enter text.	
Date: Click or tap here to enter text.		