



# Senior Secondary Assessment Policy and Procedure



Purpose	This policy ensures the development of Bethel Christian School's learning, teaching and assessment policy and procedures for the senior secondary school
Delegation	Principal/Leadership Team
First Written	21st March 2019
Date Approved	28th May 2020
Approved by	Board Chair on behalf of Governing Board
Review Dates	10/10/2019, 20/3/2020
Review Cycle	Yearly

<b>Valid</b>	Assessment tasks provide accurate and valid information on the knowledge, skills and understanding expected of students.
<b>Educative</b>	Assessment makes a positive contribution to student learning.
<b>Explicit</b>	Assessment criteria and marking keys are explicit and provide a clear basis for judgments.
<b>Fair</b>	Assessment is demonstrably fair to all students and does not discriminate on grounds that are irrelevant to student achievement (such as gender, disability, or ethnicity)
<b>Comprehensive</b>	Judgements on student progress and achievement are based on multiple assessment tasks of various types

# Senior Secondary Assessment Policy and Procedures



## 1. Rationale:

- 1.1. Bethel Christian School is dedicated to providing a safe environment for all staff, students, visitors, and guests. The Senior Secondary Assessment Policy and Procedure ensures the development of Bethel Christian Schools teaching and learning program for both secondary teaching staff and students.

## 2. Overview of Assessment:

- 2.1. Assessment is an integral part of the teaching and learning program. It serves an important purpose in providing feedback to students to enable them to understand their level or degree of achievement;
- 2.2. Feedback provides students with an indication of what might be required to move them on to higher levels of achievement;
- 2.3. Assessment is also required in a more formal context to provide detailed information about student achievement to SCSA for certification purposes, and to assist post-school providers in selecting students for entry to courses;
- 2.4. Assessments at Bethel Christian School are designed carefully by course teachers to be:

## 3. Student Responsibilities:

- 3.1. It is the responsibility of the student to:
  - 3.1.1. attempt all in-class assessment tasks on the scheduled date and submit all out-of class assessment tasks by the due date;

- 3.1.2. Maintain an assessment file for each unit (or pair of units) studied which contains all completed written assessment tasks and to make this file available whenever required by the school;
- 3.1.3. Maintain a good record of attendance, conduct and progress; and
- 3.1.4. Initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

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#### **4. Teacher Responsibilities:**

- 4.1. It is the responsibility of the teacher to:
  - 4.1.1. Develop a teaching and learning program that meets the WACE syllabus requirements for the course;
  - 4.1.2. Provide students with access to a course outline and an assessment outline at the start of the course (see Section 3 below for details);
  - 4.1.3. Ensure that all assessment tasks are fair, valid and reliable;
  - 4.1.4. Provide students with timely assessment feedback and guidance;
  - 4.1.5. Maintain accurate records of student achievement;
  - 4.1.6. Meet school and external timelines for assessment and reporting; and
  - 4.1.7. Inform students and parents of academic progress, as appropriate.

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#### **5. Information Provided to Students:**

- 5.1. Before teaching starts the teacher will provide on CANVAS the following documents:
- 5.2. The WACE syllabus for the pair of units which includes the grade descriptions;
- 5.3. A course outline for the pair of units (or unit or semester) that shows:
  - 5.3.1. The content from the syllabus in the sequence in which it will be taught;
  - 5.3.2. The approximate time allocated to teach each section of content from the syllabus;
- 5.4. An assessment outline for the pair of units that includes:
  - 5.4.1. The number of tasks to be assessed;
  - 5.4.2. The approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the start week and submissions week for each out-of-class extended task);
  - 5.4.3. The weighting for each assessment task;

- 5.4.4. The weighting for each assessment type, as specified in the assessment table of the syllabus;
  - 5.4.5. A general description of each assessment task; and
  - 5.4.6. An indication of the content covered by each assessment task.
- 5.5. *Note: Students without internet access at home can request a hard copy of these documents from their teacher*

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## 6. Assessing Student Achievement:

- 6.1. At Bethel Christian School all students are enrolled in a pair of units. In each pair of units, a number of assessment tasks occur during the year including end of semester exams in all ATAR courses and an Externally Set Task for Year 12 General and Foundation courses;
- 6.2. Each task provides evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks to rank students in the class and assign grades;
- 6.3. The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks);
- 6.4. Where appropriate, the criteria against which the task will be marked will be provided with the task;
- 6.5. Most tasks are completed in-class. Some courses may include tasks that are completed out-of-class (in which case, student achievement will be validated to ensure authenticity);
- 6.6. Some courses may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group;
- 6.7. Typically, this will be identified in the task (or task brief) provided to the students at the commencement of the task; and
- 6.8. Where a student's disability, specific education needs or cultural beliefs will significantly affect their access to an assessment task the teacher may adjust the task in consultation with the relevant head of learning area/teacher-in-charge responsible for the course.

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## 7. School Examinations:

- 7.1. School examinations are included in the assessment outline for the pair of units;



- 7.2. The weighting i.e. proportion of the final mark, for these school-based examinations varies between courses and can be determined from the assessment outline;
- 7.3. A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2;
- 7.4. A practical/performance/oral exam will also be held in those courses with a practical, performance or oral ATAR examination;
- 7.5. In Year 11 written examinations are typically 2 or 2.5 hours in duration.
- 7.6. In Year 12 all written examinations are 3 hours duration except for courses with a practical, performance or oral examination which are 2.5 hours plus a separate practical, performance or oral examination;
- 7.7. The examination timetable is issued to students three weeks before the start of the exam period;
- 7.8. The examination rules and penalties reflect those of the WACE examinations and will be provided to students on CANVAS or in hard copy upon request.
- 7.9. If an examination contains an error or questions are based on content that is outside the syllabus or there is a breach of security the school will:
  - 7.9.1. Remove the question containing the error or based on content outside the syllabus,
  - 7.9.2. Set a new examination if there is a breach of security that affects all students, or
  - 7.9.3. Penalise the students involved if there is a breach of security limited to only them (i.e. a mark of zero).
- 7.10. Where health issues or personal circumstances prevent a student from completing one or more school examinations, as for all other assessment tasks, the school will determine whether the reason is acceptable and if not acceptable the student will be given a mark of zero;
- 7.11. If the reason is acceptable to the school an alternate date will be set or where this is not possible the student will not sit the examination; and
- 7.12. In this case, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

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## 8. Externally Set Task:

- 8.1. All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course;
- 8.2. The EST is included in the assessment outline for the pair of units;

- 8.3. This assessment task has a weighting of 15% of the final mark for the pair of units;
- 8.4. The EST is a 50 minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class under standard test conditions.
- 8.5. Where a student does not complete the EST on the scheduled day they will be required to complete the task at the first available opportunity (generally within two days of the student's return to school);
- 8.6. If this is not until after the date that the Authority requires the school to submit the EST mark then the school will determine if the reason for non-completion is acceptable and if not acceptable the student will be allocated a mark of zero;
- 8.7. If the reason is acceptable to the school the teacher will:
  - 8.7.1. Decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential), or
  - 8.7.2. A predicted EST score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the EST.
- 8.8. Cheating, collusion and plagiarism:**
  - 8.8.1. Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage);
  - 8.8.2. All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which is:
    - 8.8.2.1. Prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert);
    - 8.8.2.2. Copied or downloaded from the internet without acknowledging the source; and
    - 8.8.2.3. Paraphrased or summarises the work of others.
  - 8.8.3. If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Senior Secondary Coordinator;
  - 8.8.4. As part of this process, the student and the parent/guardian will be informed of suspected inappropriate behaviour;
  - 8.8.5. The student will be provided with the right of reply;
  - 8.8.6. If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:
    - 8.8.6.1. A mark of zero for the whole assessment task; or

- 8.8.6.2. A mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own; and
- 8.8.6.3. The parent/guardian will be informed in writing of the decision made, the penalty and any further disciplinary action.

#### **8.9. Referencing:**

- 8.9.1. Students are required to reference their work correctly in order to acknowledge sources and respect the intellectual property of others;
- 8.9.2. The school's preferred referencing styles are Harvard or APA referencing.
- 8.9.3. Guidelines on referencing can be found on CANVAS.
- 8.9.4. Where work is not referenced correctly, academic penalties may apply (at the discretion of the teacher in consultation with the Senior Secondary Coordinator) and students' work may come under the plagiarism provisions as outlined in section 8.8.

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### **9. Security of Assessment Tasks:**

- 9.1. Where there is more than one class studying the same pair of units at the school all, or most, of the assessment tasks will be the same to ensure student marks are on the same scale;
- 9.2. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes;
- 9.3. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task;
- 9.4. Discussion of the questions will be treated as collusion and the students will be penalised; and
- 9.5. Where the school uses the same assessment task or exam as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

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### **10. Retention of Student Work:**

- 10.1. Students are responsible for retaining all of their marked written assessment tasks in a file for each course undertaken;
- 10.2. This file needs to be made available to the teacher or Senior Secondary Coordinator upon request;
- 10.3. The school will retain all non-written assessment tasks (typically as audio or video recordings or digital products);



- 10.4. Written assessment tasks will be scanned and kept securely on the school server for a period of 12 months after the student has left Bethel Christian School;
- 10.5. This material is required by the teacher when assigning grades at the completion of the pair of units and may be required by the Authority for moderation purposes. After this time, the material will be securely disposed of; and
- 10.6. The school will not use the materials for any other purposes without the written permission of the student.

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## **11. Modification of Assessment Outline:**

- 11.1. If circumstances change during the teaching of a pair of units, requiring the teacher to make adjustments to scheduled assessment tasks, students will be notified and the modified assessment outline will be placed on CANVAS; and
- 11.2. Where a disability, special education needs or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks the assessment outline will be adjusted and provided to the student and parent/guardian.

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## **12. Students with a Disability:**

- 12.1. Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the Senior Secondary Coordinator;
- 12.2. These adjustments will be consistent with those described in the Authority's Guidelines for disability adjustments for timed assessments, which can be accessed from the Authority website;
- 12.3. Adjustments, depending on the individual student's education needs, can include special equipment, provision of a scribe, or additional time to complete the task; and
- 12.4. Students who are unable to complete an assessment task because of their disability will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

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## **13. Completion of Pair of Units:**

- 13.1. A grade (A, B, C, D or E) is assigned for each pair of units completed.
- 13.2. Students are required to:

- 13.2.1. Attempt all in-class assessment tasks on the scheduled date; and
- 13.2.2. Submit all out-of-class assessment tasks on or before the due date.
- 13.3. Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student (or the parent/guardian) must discuss the matter with the teacher at the earliest opportunity before the scheduled date;
- 13.4. The school will determine whether the reason is acceptable;
- 13.5. Where the reason for not submitting an assessment task, or attending a scheduled in-class assessment task **is acceptable** to the school the student's assessment outline will, where possible, be adjusted and a grade assigned;
- 13.6. If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task, without providing an acceptable reason, the teacher will contact the parent/guardian to discuss the possible impact of the penalty on the student's grade and negotiate actions to prevent this re-occurring;
- 13.7. Where an out-of-class assessment task is submitted after the due date or is not submitted, and the student does not provide a reason, which is acceptable to the school, the following penalties apply:
  - 13.7.1. 10% reduction in the mark (if submitted one school day late); or
  - 13.7.2. 50% reduction in the mark (if submitted two school days late); or
  - 13.7.3. A mark of zero (if submitted more than two school days late or not submitted).
- 13.8. Where an in-class assessment task is missed and the student does not provide a reason which is acceptable to the school, the student will receive a mark of zero.

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#### **14. Acceptable Reasons for Non-Completion or Non-Submission:**

- 14.1. The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the school. For example:
  - 14.1.1. Where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task (including school examinations and the externally set task) is scheduled; and
  - 14.1.2. Where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.
- 14.2. In such cases the parent/guardian must:

- 14.2.1. Contact the school on the day of the in-class assessment task or due date for submission of an out-of-class assessment and;
  - 14.2.2. Provide either a medical certificate or a letter of explanation immediately the student returns to school.
- 14.3. Where the student provides a reason, which is acceptable to the school for the non-completion or non-submission of an assessment task, the teacher will:
- 14.3.1. Negotiate an adjusted due date for an out-of-class assessment task or an adjusted date;
  - 14.3.2. Decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential); or
  - 14.3.3. 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 requirements for the course and to enable a grade to be assigned).
- 14.4. Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test, family holidays); and
- 14.5. In exceptional circumstances, the parent/guardian may negotiate with the Senior Secondary Coordinator the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

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## **15. Transfer Between Courses and/or Units:**

- 15.1. Should a student commence a pair of units late they will be at risk of being disadvantaged compared to others in the class;
- 15.2. An application to transfer between types of courses or between courses is made through the Senior Secondary Coordinator (this will be a formal form that needs to be filled in by the student);
- 15.3. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer;
- 15.4. At Bethel Christian School the final date for student transfers in Year 11 and Year 12 is Friday of Week 5 in Term 1 as all courses are assessed as a pair of units;
- 15.5. When a student transfers to a different course within the same subject (e.g. from English ATAR Year 11 to English General Year 11) or to a similar course (e.g. Human Biology ATAR Year 11 to Integrated Science General Year 11), the

- marks from completed assessment tasks will be used, where they are appropriate, for the unit into which the student is transferring;
- 15.6. These marks will need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class or tasks will be remarked to meet the assessment requirements of the new course;
  - 15.7. Where additional work and/or assessment tasks are necessary to enable a grade to be assigned, the teacher will develop an individual education plan showing the work to be completed and/or an adjusted assessment outline; and
  - 15.8. The plan and/or the adjusted assessment outline will be discussed with the parent/guardian and provided to the student.

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## 16. Transfer From Another School:

- 16.1. It is the responsibility of any student who transfers into a class from the same course at another school, to provide the school with evidence of all completed assessment tasks;
- 16.2. The Senior Secondary Coordinator will contact the previous school to confirm:
  - 16.2.1. The part of the syllabus that has been taught;
  - 16.2.2. The assessment tasks which have been completed; and
  - 16.2.3. The marks awarded for these tasks.
- 16.3. The teacher-in-charge responsible for the course will:
  - 16.3.1. Determine how the marks from assessment tasks at the previous school will be used;
  - 16.3.2. [Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at Bethel Christian School.];
  - 16.3.3. Determine the additional work, if any, to be completed; and
  - 16.3.4. Determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.
- 16.4. Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and/or an adjusted assessment outline; and
- 16.5. The plan and/or the adjusted assessment outline will be discussed with the parent/guardian and provided to the student.

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## 17. Reporting Student Achievement:

- 17.1. The school reports student achievement at the end of Semester 1 and at the end of Semester 2. The report provides for each course:
  - 17.1.1. A comment by the teacher;
  - 17.1.2. A grade<sup>1</sup>;
  - 17.1.3. The percentage mark in the school-based examination (for ATAR courses); and
  - 17.1.4. The percentage mark<sup>1</sup> (calculated from the weighted total mark).
- 17.2. The Semester 1 mark and grade are interim as they are not finalised until the pair of units is completed at the end of the year;
- 17.3. At the end of the year, students will be provided with a Bethel Christian School statement of achievement, which lists the school mark and grade for each pair of units;
- 17.4. These are the results which will be submitted to the Authority;
- 17.5. Successful completion of VET qualifications and endorsed programs are also listed on the statement of achievement;
- 17.6. All final grades are subject to approval by the Authority at the end of the year; and
- 17.7. The student (and parent/guardian) will be notified of any changes that result from the Authority's review of the student results submitted by the school.

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## **18. Reviewing Marks and Grades:**

- 18.1. If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned for a pair of units they should, in the first instance, discuss the issue with the teacher;
- 18.2. If an assessment issue cannot be resolved through discussion with the teacher, then the student (or the parent/guardian) should contact the Senior Secondary Coordinator;
- 18.3. The student or their parent/guardian can request, in writing, that the school conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:
  - 18.3.1. The assessment outline does not meet the syllabus requirements;
  - 18.3.2. The assessment procedures used do not conform with the school's senior secondary assessment policy;
  - 18.3.3. Procedural errors have occurred in the determination of the course mark and/or grade; and
  - 18.3.4. Computational errors have occurred in the determination of the course mark.

- 18.4. The Principal, or a nominated representative, will conduct the review;
- 18.5. The reviewer will meet with the student and the teacher independently and prepare a written report;
- 18.6. This report will be provided to the student and their parent/guardian;
- 18.7. If this review does not resolve the matter, the student (or parent/guardian) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Authority website;
- 18.8. Authority representatives will then independently investigate the claim and report to the Authority's student appeal committee; and
- 18.9. If the committee upholds a student appeal the school will make any required adjustments to the student's mark and/or grade and where required, the mark and/or grade of other students and re-issue reports and/or the statement of achievement as necessary.

		Comments:
Title of Policy	Senior Secondary Assessment Policy (Year 11 and 12)	
Responsibility	Senior Secondary Coordinator	
Date Written	20th February 2019	
Review Date	-	
Endorsed By	School Principal and the School Board	
Issued To	Senior School staff and students	