



Halls Head College Middle School Assessment Policy (Years 7 – 10)

Halls Head College has high expectations of its student body. The school encourages students to take responsibility for their learning and to achieve success.

Our school values staff, students and parents working together so students maximise their learning and successfully complete their assessment program in order to prepare them for the rigour of upper school.

To achieve this, assessment procedures must, be fair, valid, relevant, educative and inclusive.

1. Course Outline and Assessment Guidelines

A course outline for each subject and clear assessment guidelines **must** be provided to students by the commencement of each term or semester, which is to be signed by parents and returned. Each subject must have an assessment guideline which describes the tasks and weighting for a body of work and when the assessments are due.

- The purpose of each assessment task should be clear and students provided with the requirements of each assessment task.
- Assessment tasks will be given a numeric mark.

2. Student Responsibilities

- Complete all assessment tasks, described in the assessment guidelines, by the due date (unless **prior** negotiations have been made with the teacher.)
- Advise teachers of any circumstances that affect assessment work being handed in on time.
- During tests and exams, students will work silently and independently on the assessment at the direction of the teachers.
- Taking holidays during school time is treated as an unauthorised absence..
- Students with extended absences should continue to follow the course outline and ensure they are prepared for assessments on their return to school.

3. Teacher Responsibilities

Each teacher must have a teaching, learning and assessment program derived from the Scope and Sequence, informed by SAIS and NAPLAN data and compliant with school policy.

- Course outlines and assessment guidelines will be issued to students at the start of each term/semester.
- Teachers will use Reporting to Parents for all students to enter assessment data. T&E, H&PE and the Arts may elect not to use this in Years 7 and 8.
- Course outlines and assessment guidelines will be submitted to the relevant lower school deputy by week 4 of each term.
- Develop a teaching/learning program that adheres to current education and school policy.
- Ensure that assessments are fair, valid, reliable, inclusive and educative.
- Maintain accurate records of student achievement and assessment.
- Meet school timeframes for assessment and reporting.
- Inform students and parents of academic progress as appropriate, including failure to submit or complete a task on time (within 3 days of non-submission). Reporting on student achievement is an ongoing process.
- Flexibility in the assessment requirements with students on alternative programs and those with special needs will be determined in consultation with managers.
- Teachers will mark completed tasks and relay assessment information to the student promptly.

- An interim report that gives parents an overall suggestion of effort and performance in each subject, is issued at the end of Term one of each year (including Senior School)
- Grades will be awarded to students at the end of each semester in the formal semester report, together with information about the student's application and capacity to meet deadlines and work independently and with others. A constructive comment will also be given and, if an exam was conducted, an exam mark will be included.
- Teachers and managers will work together, in context with system guidance from grade exemplars and other resources to be developed, to determine marking processes.
- Teachers will ensure appropriate text and exam conditions are followed by students during assessments.
- Liaise with HOLA regarding exceptional circumstances in which students may be granted the opportunity to submit late work.

4. Failure to submit or complete work

- When an assessment task has not been submitted, the teacher will notify parents.
- Absence from a scheduled assessment task (including tests and examinations) must be accompanied by an acceptable explanation (eg. a note from a parent) in order for the student to complete the assessment task or a similar task.
- Where possible advance notification of absence is required.
- If there is no evidence available a penalty of 10% per school day late will be applied for non-valid reasons for late submission. This does not apply to students with a valid extension.

5. Extensions for Assessment Tasks

A student may apply to the class teacher for an extension to due work, however, extensions will only be given at the discretion of a teacher and where a valid reason applies. Any request for an extension must be made **prior** to the due date of the assessment task.

6. Disruption, Cheating, Collusion and Plagiarism

- Students who have cheated by collusion, plagiarism or other means in assessment work or in examinations or are disruptive during exams and tests will receive a mark of zero. Teachers will contact parents about this.
- Collusion is when a student submits work that is not entirely his or her own for assessment.
- Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, work is essentially copied.
- Disruption occurs when students are not working silently or independently.
- If there is a strong suspicion of cheating, students may be requested to resit a similar assessment task.

7. Examinations

- When attending examinations, students must adhere to the exam regulations.
- Exams and tests will be clarified by Lower School Assessment Outlines.
- Managers may choose to set separate exams for students with particular educational needs.

8. Students with Special Needs

The school will ensure that students with special needs are catered for in an appropriate way and in accordance with Department of Education Guidelines.

9. Homework & Study

Homework is work set by the teacher which is checked and/or marked, study is independent work students do to improve or reinforce their learning.

- Students should be encouraged to study regularly to ensure they consolidate their learning.
- Prior to exams students should be encouraged to establish a study timetable to prepare them fully.
- Parents will be informed immediately if students fail to complete homework.
- Homework may be included as a proportion of the final semester/year mark.