

# ASSESSMENT PROCEDURES 2021

Absence on date of Assessment	Non-completion	Late Assessment Submission	Non-serious	Assessment Malpractice
<ul style="list-style-type: none"> <li><input type="checkbox"/> Students can submit hand-in tasks online by the due date. Task can be submitted by a family member directly to the Head Teacher of the faculty on the due date or to the front office. If submitted to the front office the SAM will email the faculty Head Teacher. The Task Register must be signed at time of submission. If submitted by a family member, the Head Teacher will sign the Task Register. All of the above actions will avoid a mark penalty for late submission.</li> <li><input type="checkbox"/> When absent for an in-class task, students are expected to contact the Classroom Teacher by phone or email <b>on the day of the task</b>, or <b>on the first day of return to school</b> to negotiate a time to complete the task. The policy for late submission will apply. The Classroom Teacher is expected to organise a catch-up date for the completion of the in-class task and communicate this to the Head Teacher.</li> <li><input type="checkbox"/> If a student is absent with a valid reason, the student must obtain an Illness/Misadventure form <b>on the first day of return to school</b>, seek a signature of acknowledgement from the Classroom Teacher, and submit their form complete with supporting evidence to the Head Teacher.</li> <li><input type="checkbox"/> To redeem N-warnings, students are expected to complete and submit tasks at alternate times or complete alternate task as determined by the Classroom Teacher regardless of penalties for late submission.</li> </ul>	<p><u>Assessment Task</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When a student fails to complete and/or submit a task, they are awarded a mark of zero.</li> <li><input type="checkbox"/> Classroom Teacher complete N-Warning letters <b>after 10 days</b> of task due date for students who have not completed and/or submitted assessment tasks, and who do not have approved variations to submission/completion.</li> </ul> <p><u>Coursework</u></p> <p>Classroom Teacher to check coursework regularly and complete N-warning letters for students who are not completing sufficient coursework to meet the NESA requirements. These N-warning letters are for failure to follow the course, apply themselves with diligence and sustained effort, and achieve course outcomes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 10% mark penalty will be issued per day including weekend days/school holidays, on the given mark that is converted to 100. For in class tasks the 10% mark penalty per day will be issued for school days only. <i>(It is best practice to provide an alternative in-class task).</i></li> <li><input type="checkbox"/> Submission of hand-in task online on due date is <b>not</b> considered late submission</li> <li><input type="checkbox"/> Student can seek a review of the mark penalty for valid reasons for lateness by submitting an illness/misadventure form with their supporting evidence to the Classroom Teacher for signature <b>within 10 days of due date.</b></li> </ul> <p style="text-align: center;"><b>Students on School Exemption</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom teachers will need to provide all students placed on school exemption with their assessment task online either via Google classroom or email. Students completing their assessment task online will still adhere with the assessment procedures discussed in this document.</li> </ul>	<p><u>Assessment Task</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Class Teacher identifies non-serious attempt as defined in assessment task marking criteria.</li> <li><input type="checkbox"/> Classroom Teacher then informs subject Head Teacher of non-serious attempt.</li> <li><input type="checkbox"/> Student has <b>10 days</b> from original due date to re-do and re-submit the task as a serious attempt. Original mark recorded regardless of final quality.</li> <li><input type="checkbox"/> If task not re-submitted to a satisfactory level <b>within 10 days of original due date</b>, an N-warning letter sent home by Classroom Teacher with a copy of the assessment attached.</li> <li><input type="checkbox"/> As per the marking criteria, students are awarded a mark of zero for all non-serious attempts. Non-serious attempts may also be identified in parts/sections of larger tasks.</li> </ul> <p><u>Coursework</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom Teacher to check coursework regularly and complete N-warning letters for students who are not completing sufficient coursework to meet the NESA requirements. These N-warning letters are for failure to follow the course, apply themselves with diligence and sustained effort, and achieve course outcomes.</li> <li><input type="checkbox"/> Non-serious attempt decisions may be appealed following the formal appeals process.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom Teacher records marks, marking task against marking criteria. Classroom Teacher then informs subject Head Teacher of suspected malpractice.</li> <li><input type="checkbox"/> Classroom Teacher and Head Teacher undertake a full investigation <b>within 5 days</b> of identifying suspected malpractice.</li> <li><input type="checkbox"/> As part of the investigation, Head Teacher interviews student/s involved, gathering evidence of malpractice.</li> <li><input type="checkbox"/> Head Teacher determines the decision/outcome and informs the student and discusses incident with Deputy Principal for Stage 6 students only. The Head Teacher formally notifies parent/carers of outcome.</li> <li><input type="checkbox"/> If malpractice is proven, the student/s are awarded a mark of zero.</li> <li><input type="checkbox"/> For Stage 6 students, Deputy Principal notifies NESA through online HSC Assessment Task Malpractice register.</li> </ul> <p>Malpractice decisions may be appealed following the formal appeals process</p>