KWSC Senior School Student Assessment Policy

College Expectations

At this College, assessment is any written or practical work, or oral presentation which is part of your course of study and/or which counts towards assessment for the subject, and must be completed.

- All assessment is to be completed by all students.
- All assessment is to be handed in on time.
- All exams are to be completed on the set day.
- A minimum C or Sound Level of Achievement is expected.

Section 1 - Assessment Procedures

- Failure to complete assessment items in Senior may result in students having to show cause, to the College Principal, as to why they should be given credit with that course/semester.
- In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.
- Assessment must demonstrate a student's own work. Plagiarism may result in loss of credit for that assessment instrument.
- The onus is on the student to authenticate work by providing mandatory drafts and where required research/class notes. This documentation must be submitted by the due dates as outlined in criteria/task sheets. Failure to hand in a draft on its due date means that the student may be detained to complete the work.
- Some class time will be allocated for the completion of assessment. Teachers will assess the in-class component if the assessment item is not presented on time (e.g. class notes).

Section 2 - Handing in assessment

- A student who is not present for part of, or the entire day an assessment item is due, requires a medical certificate. When absent, students are to arrange for the delivery of the assessment item to the College office or directly to the teacher. Ensure an assessment receipt is collected by the person presenting the assessment item to verify submission.
- Students, who email work to class teachers, are required to use their school e-mail address and submit proof the email was sent.
- Class teachers will require students to sign a class roll, to demonstrate proof the assessment was handed in.

Section 3 - Extensions for assessment

An extension may be granted by the Head of Department (HoD) prior to the due date. Please see the relevant HoD for an Assignment Extension Form. Extensions can be granted for the following reasons:

- Illness up to and including deadline. Senior students must produce a Medical Certificate to cover their absence. This must be presented to the College, as soon as possible. The Principal reserves the right to seek validation of medical documentation.
- Absences due to special circumstances. Where special family circumstances have occurred, a parent should contact the College and speak directly with Heads of Department, members of the Executive Team or Guidance Officer before or on the due date to gain approval for an extension.
- When an extension has not been granted the completed assessment item must still be submitted by the due date.

Section 4 - Grading late assessment

Judgments of student achievement in Authority or Authority-registered subjects are made by matching a body of evidence provided by students’ responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus. In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date. Standards are not
awarded where there is no evidence.

Section 5 - Exam Conditions

Students will:
- arrive no later than 10 minutes prior to an exam’s commencement time
- be permitted to take only the implements stipulated by class teachers/ HODS for the exam, into exam rooms
- enter exam rooms in an orderly fashion
- ensure no talking occurs, once they enter an exam room

Teachers will:
- ensure all students are aware of exam protocols prior to assessment dates
- ensure each student is seated in an orderly manner, at a reasonable distance from other students in the room
- contact parents of students who are not present for an exam
- inform HoD of those students not in attendance at scheduled exam sessions. The HoD will then inform Principal Senior Campus

Items not permitted to be with students in exam rooms at any time
- Ipods/mp3s or any other electronic devices
- Mobile phones
- Food or drinks, other than water (in a clear container)

In the case of missed exams, with medical certificate provided, a mutually agreeable time will be negotiated between the HoD and the student for completion of the assessment item.

CONCLUSION

Failure to follow this Senior School Student Assessment Policy, may result in a range of consequences.

The College Principal and Principal Senior Campus have the right to withhold a semester unit of credit when any of the substantive requirements of a course have not been met.