



Hilliard Christian School
Assessment Policy & Procedures
High School

A. Preface

Hilliard Christian School is committed to enhancing and encouraging students' learning outcomes. The High School Assessment Policy is designed to ensure consistency throughout the school, to ensure no student is disadvantaged and encourage students to meet their assessment deadlines. Assessment at Hilliard Christian School encourages progressive development of skills and knowledge while ensuring:

- Consistency across subjects and courses
- Fairness in marking and reporting
- Coordination of the assessment program to ease the load on students. Assessment tasks are designed to measure performance against course achievement standard through a range of assessment tasks and in a wider range of objectives than may be tested in an examination.

Assessment tasks may include:

- Tests which may take a written, practical and oral form
- Class essays, research tasks, assignments, portfolios, log books
- Practical tasks and major works
- Fieldwork and Projects
- Exams

B. Responsibilities of the School

The school will provide students with the following information:

- **An Assessment Calendar** – this outlines when the assessment tasks are scheduled, the task description and the relative weighting attached to each assessment task. The assessment calendar overview should be used as a guide only and will be updated by teachers and handed to students at the beginning of each term. Dates of tasks are subject to change at the teacher's discretion or due to unforeseen circumstances. Class teachers will inform students of the new arrangements in writing at least two weeks in advance.
- **Written Assessment Notification** - this notification outlines a more detailed explanation of the specific nature of each calendared assessment task. This will be in the form of an Assessment Task Sheet and will be issued at least TWO weeks in advance.

The school will communicate to parents/carers any concerns relating to a student's performance and/or overall achievement. Parents/carers will be contacted with any areas of unsatisfactory completion of course requirements.

B. Responsibilities of the Student

It is the student's responsibility to:

- demonstrate sustained diligence and effort in each subject and participate in all lessons constructively.
- attend classes regularly and ensure their attendance does not fall below 85%.
- familiarise themselves with the school's assessment and procedures policy handbook and the course information contained in the handbook.
- contact the teacher to obtain the task notification if they are absent on the day an assessment task notification is issued.
- complete all assigned work including each assessment task to demonstrate through effort and achievement, he/she has met the requirements of the course.
- to ensure that any questions about marks, grades or comments awarded for an individual piece of work are resolved at the time the work is handed back.
- It is the responsibility of the student to be present for, or to hand in all assessment tasks at the required time as specified in the booklet and the assessment calendar.
- meet all assessment deadlines or they will be penalised in accordance with this policy.

C. 2019 Subjects

Year 7 & 8

Hilliard Christian School teaches, assesses and reports using the Australian Curriculum. In Year 7 & 8, the following subjects are compulsory for students:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts (Visual Art)
- The Arts (Music)
- Technologies (Design and Technologies, Materials)
- Technologies (Design and Technologies, Food and Textiles)
- Technologies (Digital Technologies)
- Health and Physical Education
- Languages (Spanish)

Year 9 & 10

Hilliard Christian School teaches, assesses and reports using the Australian Curriculum. In Year 9 & 10, the following subjects are compulsory for students:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- Health and Physical Education
- STEM

The following subjects are electives for students:

- The Arts (Visual Art)
- The Arts (Music)
- The Arts (Media Arts)
- Technologies (Design and Technologies, Materials)
- Technologies (Design and Technologies, Food)
- The Arts (Drama)

D. Assessing and Grading Student Achievement

Assessing student achievement is the process of collecting information of student performance on certain tasks in relation to the courses Achievement Standard. Teachers make the final judgement of the grade deserved on the basis of available assessment information (including rubrics) and with reference to the Achievement Standard. It will generally be necessary to use a number of different assessment tasks in order to ensure that student achievement in all areas of the Achievement Standard is assessed.

Hilliard Christian School is using the Australian Curriculum for reporting and assessment. Accordingly, student achievement in learning areas is being assessed and reported on, against Australian standards. A five-point scale is used to identify levels of achievement against the standards. The Australian Curriculum Achievement Standards can be accessed at www.australiancurriculum.edu.au

High School Achievement Scale

A	Indicates well above the standard expected at the given time of year.
B	Indicates above the standard expected at the given time of year.
C	Indicates at the standard expected at the given time of year.
D	Indicates below the standard expected at the given time of year.
E	Indicates well below the standard expected at the given time of year.
N	Indicates below minimum standard.
N/A	Indicates standard was unable to be assessed due to various reasons such as explained absence.

E. Completing Assessment Tasks

It is the responsibility of the student to be present for, or to hand in, assessment tasks at the required time. Students must be in attendance for the **WHOLE DAY** when assessment tasks are scheduled or when set tasks are to be handed in. Major tasks are outlined in the Year Level Assessment Outline provided at the beginning of each term.

Failure to submit a hand-in task or complete an oral presentation/performance on time (which does not fall under the Illness/Misadventure guidelines), will possibly result in a grade not being awarded for that task. The task will still be required to be submitted at an acceptable standard and detention time will be spent until the task is submitted.

If, due to illness or misadventure, a student is unable to attend school on the due date for any assessment task, they must follow the procedure outlined below.

F. ILLNESS/MISADVENTURE PROCEDURES FOR ASSESSMENT TASKS

Circumstances may arise that prevent the student from completing an assessment task. These may include personal illness, family tragedy or bereavement, transport problems, etc. Computer/printer failure is not grounds for misadventure.

These circumstances may prevent the student from attending on the day of a task, reduce your performance on the day of a task or prevent you from completing a hand-in task on time.

In these cases, students must follow the Illness or Misadventure procedure outlined below. **Failure to follow these procedures may result in an E being awarded.**

Procedures to Follow:

1. In-Class Tasks

On the day: If you are unable to attend on the day of a task you should:

- contact the school on the morning the task is scheduled and inform them of your absence.

Immediately on your return to school:

- The student must come prepared to complete the missed task if required.
- The student must complete an Illness/Misadventure form for the task and submit it to the teacher.
- The student must bring a letter from home explaining the reason for the absence or, where possible, provide a medical certificate.
- The student must report to the teacher and submit all paperwork (forms and letters). The teacher will negotiate the rescheduling of the task or if required an alternate solution.

2. Hand-In Tasks

On the day: If you are unable to attend on the day a hand-in task is due you should:

- contact the school on the morning the task is due to be submitted and inform them of your absence.
- make every attempt to have the task delivered to the front office or, where appropriate, submitted via email to the teacher's email

Immediately on your return to school:

- If the task was not submitted on the due date, the student must report to the relevant teacher on the first day of the student's return to school and submit the task.
- The student must complete an Illness/Misadventure form for the task and submit it to the teacher.
- The student must bring a letter from home explaining the reason for the absence.
- The student must submit all paperwork (forms and letters) to the teacher along with the task, or if necessary, negotiate a new submission date.

Hilliard Christian School

High School Illness/Misadventure Form

Name: Subject: Roll Group:

Name of Assessment Task:

Due Date:

SECTION A

To be completed by the student.

Outline the reasons for this application for illness/misadventure and attach any relevant documentation.

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Parent/Guardian Signature

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Student Signature

Date:

Date:

SECTION B

To be completed by the teacher.

Teacher's Name:

Receipt Date of Form:

Task Submitted/Completed: Yes / No

Date Submitted:

Date of Rescheduled Task:

Decision:

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Teacher Signature

Date:

Teacher Note: Upload to Google Drive folder titled **High School Illness/Misadventure Forms**

G. IMPORTANT INFORMATION TO NOTE REGARDING ASSESSMENT TASKS

Technology

- Technology problems, such as computer or printer breakdown, are not generally deemed as valid reasons for late submission of an assessment task.
- It is the student's responsibility to use sensible work practices including making and retaining draft prints and saving files both to cloud drives and to a USB drive.
- Tasks should be submitted in the correct manner described on the task sheet.

Extra-Curricular, Co-Curricular Events and Excursions

- If a scheduled assessment task clashes with an extra or co-curricular activity, e.g. representing the school in an activity, sporting or other events, it is the students' responsibility to make alternate arrangements at least a week prior to the due date with the teacher.
- Assessment tasks take precedence over excursions and it cannot be assumed that an assessment task can be rescheduled. This requires negotiation between the student, class teacher and the secondary coordinator.

Drafting

- Assessment tasks may have required drafts. This is labelled on the assessment cover page. Drafts follow the same submission requirements as a completed assessment. The task must be completed to the standard described in the assessment task (usually this is a fully completed assignment, ready for full teacher feedback). Failure to submit a draft on time will result in detention until the draft is complete and submitted.

Approval for Extension or alternate task arrangement

- Students needing to apply for an extension for an assessment task need to bring a note from their parent/carer at least one week prior to the due date, outlining a valid reason, if they know in advance they will not be able to meet a deadline. This will be taken into consideration by the class teacher in consultation with the faculty Head Teacher.
- Approval for an alternate assessment arrangement to cover extended absence (scheduled surgery, family commitments) will be given at the discretion of the Principal only, prior to the assessment task. It is the student's responsibility to arrange for this approval and to submit hand in tasks early if you know that you will be absent on the due date.

Malpractice

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

- breaching published school examination rules
- being in possession of unauthorised notes or electronic devices during a test or examination
- plagiarism - using words, ideas, designs or workmanship of others without acknowledgement

- copying from another student or submitting another person's work as their own
- paying someone to write or prepare an assessment task
- work presented which contains frivolous and/or objectionable material
- assisting another students to engage in malpractice
- behaving in a way likely to disrupt the work or concentration of other students
- disseminating any information related to the content of the exam to any of their peers.

Any student who bullies, harasses or coerces another student to divulge information relating to an assessment task will be referred to the Principal.

Where the teacher responsible for a task has reason to suspect malpractice, this will be brought to the attention of the Secondary Coordinator. Malpractice in an examination or task will result in an E grade being awarded for the task, a letter sent to parents/carers and a record of the malpractice noted on the student SEQTA file.