

GENERAL POLICY INFORMATION ON ASSESSMENT

Students must apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school. Students must also maintain an ongoing regular attendance pattern in order to demonstrate their progress towards achieving course outcomes.

1. The school will decide the assessment tasks and marks to be awarded to each task. These tasks will then form the assessment program. The assessment program for each course should include between 4-6 assessment tasks.
2. The course assessment schedule will be given to students at the start of the school year.
3. Students are to be informed of exact dates, at least two weeks in advance of assessment tasks. Where possible no more than two assessment tasks will be scheduled for any one day.
4. No individual assessment task should be greater than 40%, or less than 10% of the total value of the final assessment unless prior approval has been sought from the Principal.
5. Any change in a subject assessment program should be carried out in consultation with the Year 9 Adviser, the relevant Head Teacher and the Principal. Students will be given advance notice of any changes to the assessment program.
6. If a student fails to submit/attend an assessment task, one of the following courses of action will be undertaken:
 - a) The student may be granted an extension of time by the Head Teacher. An Illness/Misadventure form must be completed and submitted together with a medical certificate, in the case of illness or independent evidence, in the case of misadventure (refer to page 10 of this handbook).
 - b) If no extension of time is granted, the student will receive a score of zero. The student must still submit an outstanding assessment task. Although a score of zero will be recorded, the student will be deemed as having satisfactorily completed the task. The student and their parents/carers will be advised in writing whenever a zero is awarded for an assessment task.
 - c) An alternative, equal task may be set by the teacher if there is proven illness or misadventure. This must be approved by the Head Teacher and the Principal. This approval will be in writing.
 - d) In exceptional circumstances, the Principal may authorise the use of an estimate based on other appropriate evidence.
7. If a task does not allow the ranking of students to be effectively determined, additional task/s may be set with **two weeks'** notice being given to all students involved.
8. A number of tasks in various courses require students to cooperate with each other and it is a beneficial practice to discuss work set with other students. However, students are required to submit their own work for assessment. They are specifically warned against copying another's work, whether it be another student, published author or outside tutor.

Any student found guilty of this offence may be penalised up to 100% of the mark available.

9. Students experiencing problems regarding assessment tasks should consult firstly with their class teacher. If the problem persists, or you feel that you have been unfairly treated, consult with the appropriate Head Teacher, then with your Year Adviser or Deputy Principal. If these members of staff are unable to resolve the difficulty, then the situation will be referred to the Principal to review the matter with all parties involved.

RESPONSIBILITIES

THE SCHOOL'S RESPONSIBILITIES

Gundagai High School is required to:

1. Provide an assessment of students' achievement in each of their Stage 5 courses. This assessment will be recorded as a grade on the student's RoSA (Record of School Achievement).
2. Provide suitable reporting procedures.
3. Provide a review/appeals procedure for any student concerns that arise during the assessment program.

THE FACULTIES' RESPONSIBILITIES

Faculties at Gundagai High School are required to:

1. Determine the tasks on which subject assessments are based and the marks that will be allocated to each task.
2. Translate the components of each subject guide into student tasks and specify values to be applied to each task, consistent with those of the subject guides.
3. Schedule the assessment tasks throughout the course. The schedule for each subject is published in this handbook. Exact dates of tasks will be notified two weeks in advance, on the assessment task notification. No more than two assessment tasks should be scheduled for any one day.
4. Ensure there is a process in place for the collection of assessment tasks due to be submitted outside of class lessons.
5. Establish procedures for recording and reporting student performance on all assessment tasks. Records of all marks which form part of the assessment program are to be kept in duplicate and filed separately for security purposes.
6. Notify students and parent/carers of the award of a zero mark for any assessment task. This must be in writing.
7. Give special consideration to students with a disability and others with special needs after consulting with the Principal, Wellbeing Coordinator and the Learning Support teacher.

8. Avoid changing the published assessment program after its commencement unless:
 - a) The relative value of the task is not altered
 - b) The component weightings are maintained
 - c) Students are informed in writing
 - d) The Principal, Deputy Principal and Head Teacher are informed.
9. Make sure assessment tasks differentiate among student performance across criteria.
10. Establish review procedures if a student lodges an appeal within 24 hours of receiving the mark for an individual assessment task.

THE STUDENT'S RESPONSIBILITIES

1. Complete and present all assessment tasks.
2. If, for any reason, you cannot attend or submit a task it is up to you to inform your teacher and the Head Teacher of the Faculty concerned. You may, if you request it, be granted an extension or official leave (in such a case, an alternative date and/or task or estimate will be given). This will be granted **ONLY IN EXCEPTIONAL CIRCUMSTANCES**. Refer to Section 6 of the General Policy Information on page 4.
3. If an extension of time or leave is not granted, penalties will be imposed. Refer to Section 6 of the General Policy Information on page 4.
4. It is your responsibility to check with the teachers of your course to see if any assessment tasks have been issued while you were absent from class. No extension or leave will be granted if you fail to carry out this action.
5. The work you submit must be your own. Any material copied without acknowledgment of the original source will be regarded as plagiarism and penalties will be imposed. Refer to Section 8 of the General Policy Information on page 5.
6. If you have any problems regarding assessment tasks you can approach your teacher, the Head Teacher of the faculty involved, or your Year Adviser for advice.
7. Appeals against marks awarded for an assessment task must be lodged within 24 hours of receiving the marked assessment task. Note 24 hours equals one school day.