

# Marrickville High School Assessment Policy 7-12



This document sets out the Assessment Policy of Marrickville High School. It provides a concise and consistent framework from which all students from Years 7-12, and their parents, can draw confidence. We will endeavour, where practical, to assist students who are experiencing difficulty but we will apply this policy in a consistent manner across the school to ensure equity for every student.

Whilst assessment at MHS is conducted through a range of strategies, this policy applies to summative assessment tasks only. Formative assessment takes place on a daily basis in every lesson across the school. For the purposes of reporting both summative, and formative assessment is taken into consideration.

## **1. *Handing out and submission of assessment tasks***

- Students must sign their name on a class roll when they receive notification for a submitted assessment task.
- Students must sign their name on a class roll when they submit an assessment task.
- When submitting an assessment task, students must also complete an assessment cover sheet. When submitting tasks via an online platform, the submission is considered their digital signature.
- If a student is absent on the day an assessment task is handed out it is their responsibility to ensure that they see the class teacher, or the relevant Head Teacher on the day of their return to get their copy of the task or, they download a copy of the task from the school's online platform. Staff are to follow-up with absent students in subsequent lessons. Student absence on the day a task is handed out is **NOT** necessarily grounds for an extension.
- It is the student's responsibility to regularly check SENTRAL and assessment schedules for upcoming assessment tasks.
- If absent on the due date or when the task was completed it is the student's responsibility to submit the assessment task and appropriate documentation (to the Head Teacher, or Head Teacher nominee) on the **first** day they return to school even if they don't have a timetabled lesson for that class on that day. Or, in the case of examinations, they are to organise a time with the teacher to sit for an alternative task.

**NB.** Staff will provide students with a minimum two weeks' notice of assessment tasks. Where the day for an assessment has to change from its published date, students will be given written notification outlining these changes.

## **2. Rule for attendance on the due date of an assessment task**

- Students must attend all timetabled lessons or scheduled school activities (including period 0 for senior extension classes) on the day an assessment is due.
- Failure to do so will result in the application of the penalties for late submission as set out in *Point 6* of this document.
- Any student who is absent or arrives late to school on the due date of an assessment task will be required to submit an Illness/Misadventure Form and appropriate supporting documentation to verify and explain their absence or late arrival. Illness/Misadventure Forms must be submitted as soon as the student returns to school the very next day after their absences/lateness, and within 5 days of the task due date.

**NB.** Students will **NOT** be permitted to work on, or prepare assessments during other classes.

## **3. Rule for extensions, Illness/Misadventure for assessment tasks and examinations**

- All applications for an extension **MUST** be submitted in writing using the Illness/Misadventure form (attached in this document) , with appropriate documentation supporting the application, to the Head Teacher at least two days prior to the due date. The awarding of an extension will be at the Head Teacher's discretion. Where less than two days' notice is provided, the Head Teacher will determine if an extension will be granted and the form that the extension will take.
- Any student who is absent or arrives late to school on the due date of an assessment task will be required to submit an **Illness/Misadventure Form** and appropriate supporting documentation to verify and explain their absence or late arrival. Illness/Misadventure Forms must be submitted as soon as the student returns to school the very next day after their absences/lateness, or within 5 days of the task due date.
- Students who have lodged an Illness/Misadventure Form to account for their absence or late arrival on the due date of an assessment task will have their application addressed and ruled upon by an **Illness/Misadventure Appeals Panel** made up of the relevant Deputy Principal (who will act as chairperson) and the Head Teacher/s of the relevant faculty involved in the appeal. The ruling of the committee will be binding and final.
- What constitutes appropriate documentation is dependent on whether the student is in the junior (7-9) or senior (10-12) school.
  - Appropriate documentation for juniors is: Medical certificates; parental letters outlining exceptional circumstances.
  - Appropriate documentation for seniors is: Illness/Misadventure form.
- Technology breakdowns may **not** be considered a legitimate reason for late submission and therefore any such application may be declined. It is the student's responsibility to save/back up their work frequently to prevent technology malfunctions

**NB.** Where practical, students who are organising work experience or work placement must endeavour to avoid clashes with published assessment and examination dates.

## **4. Acceptable reasons for an extension may include**

- Any school related business such as performing arts, sport, and work placement and /or community based activities.
- Illness or injury where the nature of the injury or illness directly inhibits the student's capacity to fulfill the task's requirements.
- Family bereavement

**NB.** For Years 11 and 12 examination periods and formal assessments are published in their assessment booklets and as a result of this advanced notification, family holidays are not a legitimate reason from missing a task.

## 5. *Nature or form of the extension*

The Head Teacher will determine which of the following will be granted;

- o an extension of time for submission;
- o completion of an alternate task submitted at a later date;
- o an estimate (if authorised by the Principal or Principal nominee) based upon the student's relative achievement in previous *like* tasks.

## 6. *Penalties for late submission*

### Years 7-9

A sliding scale will be applied to the late submissions in the following manner if a task is not submitted or completed on the due date;

- o 10% of total mark first school day late.
- o 20% of total mark second school day late.
- o 50% of total mark third school day late.
- o Zero if submitted on, or after the fourth school day.

**NB.** Even where a student receives a zero for a late submission they **MUST** still submit the task in order to demonstrate that they are meeting course requirements and receive feedback.

### Years 10-12

There is no sliding scale for students in the senior years.

- Zero if not submitted by the specified time on due date or, for non-submitted tasks, not completed during the timetabled lesson; or where timely and appropriately supported and accepted Illness/Misadventure Form and documentation have not been submitted (and within 5 days of the task due date)

**NB.** Even where a student receives a zero for a late submission they **MUST** still submit the task in order to demonstrate that they are meeting course requirements and receive feedback.

**NB.** Students who are not fulfilling course requirements will receive a *NESA N-Warning letter*. All *N-Warnings* are required to be resolved by a student to demonstrate they are achieving the course outcomes/requirements.

## 7. *Assessment Appeals*

- Students are to make initial contact with the class teacher at the time the task is returned.
- If the matter remains unresolved the student is to contact the Head Teacher responsible for course in question.
- Students will have the option to lodge an appeal in writing using the Assessment Appeals form, that will be addressed and ruled upon by an **Assessment Appeals Panel** made up of a Deputy Principal (who will act as chairperson) and two Head Teachers from faculties other than that which is involved in the appeal. The ruling of the committee will be binding and final.

**NB.** Students may **NOT** dispute the type of assessment tasks nor the teacher's professional judgement relating to the allocation of marks for tasks.

## 8. *Malpractice, including Plagiarism*

- Plagiarism is when you pretend that you have written, created or developed a piece of work that someone else originated. This includes the use of AI such as *ChatGPT*. It is cheating and considered malpractice.
- Detected malpractice will see the following apply:
  - o Zero marks for part or all of the assessment

- Students **MUST** resubmit the task in order to demonstrate that they are meeting course requirements and receive feedback.
- Stage 6 students will also have to repeat the relevant *All My Own Work* Module/s

**See NESA for more information:**

Plagiarism | NSW Education Standards

ACE Manual: ACE 9023 Honesty in HSC assessment: what constitutes malpractice ([nesa.nsw.edu.au](https://nesa.nsw.edu.au))

## **9. N Award Warnings and N Determinations**

In Stage 5 (*Years 9 & 10*) and Preliminary (*Year 11*) students in all NSW schools work to earn the Record of School Achievement (*RoSA*) credential and in Year 12 they work to earn their Higher School Certificate (*HSC*).

For those students looking to transition into employment at the end of Year 10, or at any time prior to completing their HSC, the *RoSA* credential is used by employers to determine the suitability of applicants. For those students seeking to continue onto Stage 6 (*Years 11 and 12*), you need to successfully meet the requirements of the *Year 10 RoSA*. Similarly, those students seeking to continue into Year 12 need to successfully meet the requirements of the *Year 11 RoSA*. Students who do not meet the requirements for the *Year 10 RoSA* may be required to repeat, whilst students who do not meet the requirements for a *Year 11 RoSA* may be expelled for non-participation in learning.

To earn a *RoSA* and *HSC* students must:

- Demonstrate *sustained* and *diligent* approach to their learning. This means they are completing all work to the best of their ability in every lesson
- Complete and submit *assignments and assessments* (serious attempts with no plagiarism or cheating).

**NB.** Whilst they cannot be issued an *N-Warning* for attendance, if they are not at school or are continuously late they cannot be *demonstrating sustained* and *diligent* approach to their learning, nor are they completing all work because they are not in class to do so.

If you are not meeting these requirements, you will be issued with a Non-completion Warning (*N-Warning*). A copy will also be sent to your home, and your parents will be contacted.

The *N-warning* is meant as a *warning*, not a punishment, so it can be redeemed. It is to help you get back on track to complete the course satisfactorily.

The *N-Warning* will outline what requirements you are not meeting and what you need to do to resolve the *N-Warning*. You can receive multiple *N-warnings* for the same course for different tasks.

- If there is work (classwork, assessment or an assignment) that needs to be completed, a copy will be given to you with the letter (where appropriate)
- You will have three (3) weeks to complete the required work and resolve the *N-Warning*. The due date will be on the letter
- Your teachers will support you to resolve the *N-Warning* but it is *your* work

If you do not resolve your *N-warning* and you have not met the minimum requirements of the course, the Principal may issue you with a Non-completion Determination (*N-Determination*). This means you have not met the minimum requirements of the course. If you have not passed the required courses for a particular year (*Years 10, 11 and 12*), you may have to repeat.