



James Nash State High School

Assessment Procedure Summary JAMES NASH STATE HIGH SCHOOL

Purposes of Assessment

The purposes of assessment at James Nash High are to:

- Promote, assist and improve student learning
- Inform programs of teaching and learning
- Provide data that may be communicated to a range of people about the progress and achievements of individual students or groups of students

Assessment Requirements

All assessment which contributes to decision making about students' performance for Exit or report purposes, will satisfy the following criteria:

- it must be the student's own work
- it must substantially meet the specifications of the task as outlined to students in the task sheet or "paper".
- assignments must be presented by the due date, all check-dates adhered to, and all practical performance and exam attendance deadlines met unless an extension of time has been granted by the Principal who sees that exceptional circumstances exist such as:
 - extended absence due to illness, supported by a medical certificate or through carer communication;
 - absence due to illness or bereavement or other special circumstance on the due date, supported by a medical certificate or through carer communication where it was not practicable either to attend an exam, be present for a practical performance, or to convey an assignment to school via other means;

Failure to Meet an Assessment Deadline

Failure to meet the assessment deadline without an excuse acceptable to the Principal in terms of the criteria outlined within the section "Assessment Requirements" will result in the following:

Junior School Yr 7, 8, 9	Senior School Yr 10, 11, 12
No result information recorded on the student profile	<i>No credit notation</i> on the student profile
OR Assessment of the work according to the demonstrated standard during the monitored developmental process	OR Assessment of the work according to the demonstrated standard during the monitored developmental process

PLUS

- The student (and their carer if the student is under 18 years) will be informed of the student's failure to meet deadlines and the assessment requirements, within one week of the missed deadline.
- Responsible Student Behaviour actions for disobedience (student failure to comply with instructions).
- Where work is submitted before the "final date for assessment", it will be marked and credited to the profile according to the criteria and standards specified for the task. Work



James Nash State High School

already marked during the monitored developmental process *may* be subject to the Revisiting Assessments policy (see below).

Assessment Extension

When a student desires more time to complete assessed work an “Assessment Extension Application” should be completed immediately. The procedure for students to apply for more time to complete assessment is summarised on the extension application proforma. Note that in the case of a deadline already passed, action must be taken by the student to resolve the assessment issues **on the first day** of attendance after the item is missed unless prior approval for Extension has been granted. Failure to act immediately may negatively impact on subsequent decisions regarding the Extension and will result in the RSBP actions for disobedience (student failure to comply with instructions, rules, policies and plans).

Failure to Complete Assessment

All students will be required to complete the same item or alternate coursework as approved by the Principal in order to meet the substantive course requirements and regain credit. Awarding of credit for a subject will be determined by the Principal in all cases where there are assessment items not complete.

Revisiting Assessments

Students may apply to revisit assessments already completed. Such applications will be directed to the HOD and will be considered according to the capacity of the school to provide resources to support the request to revisit. The item revisited must not be identical to the original item but should be similar in nature and scope. Assessment data from the revisiting of assessments will result in profiles being *selectively updated*.

Extensions, No credit notifications and Special Consideration

Final Dates for Assessment

All assessment decisions involving Extensions, No credit notifications and Special Considerations must be finalised prior to the 2nd last week of Semester if they are to be considered by the teacher for rating purposes; except in Senior for semester 4 where no late items will be considered after the second last week of Term 3 (Verification time).

Withholding Credit

Generally, Senior students who have significant absences which are not justifiable and/or have not completed the substantive aspects of the accredited coursework, will have semester unit credit cancelled. Students whose attendance is below 80% and/or who have not, without excuse acceptable to the Principal, completed scheduled assessment items prior to “Final dates for assessment” times, should be considered for credit cancellation (Senior) or Not Rated (Junior).

Assessment Decisions Appeal Procedure

In the first instance it would be appropriate for students and/or carers to engage in discussions with individual teachers to resolve concerns about assessment decisions. Subsequent appeals against decisions of teaching staff regarding assessment should be formalised by being in writing and should be directed to the Head of Department who will



James Nash State High School

consider the matter according to all relevant policies. Appeals should state the nature of the concern or apparent error and include evidence to substantiate the claims being made. The HOD will respond in writing stating the appeal outcome decision, the evidence considered and the reason for the decision. If sufficient grounds exist for the student/carer to dispute the HODs decision, the Principal shall consider the new appeal evidence and will respond with a decision.

Reporting

Reporting occurs throughout the learning and teaching process as teachers monitor students' progress and provide students, parents/carers with ongoing feedback about their learning. Student responses will be assessed using an appropriate Criteria document or marking scheme, and appropriate feedback given either within one week of the assessment due date or, if this is not practicable, within two weeks.

Once per semester the school will issue a report to all enrolled students indicating their subject achievements on an A through E rating scale. The report will also contain comments and information on other dimensions of schooling.

Access to Assessment Records:

Students may verbally request access to their official results profile and marked scripts. Such access is restricted to an individual's own records and will be granted within 2 working days at a time mutually acceptable to both school and individual.

The relative position (SAI information) of all senior students in "Authority subjects" will be published within the school in a manner approved by the Curriculum and Assessment Authority at Verification (preliminary result) and Certification (final result).

More detailed policy statements on assessment and reporting are available through the school administration office on request. Students and their carers who require more information should request a copy of the policy or speak with administration staff.