ASSessment policy

Rationale
Assessment is integral to the learning and teaching of students at St. Benedict’s College. The goal of assessment is to enable teachers and students to review student achievement and assist in the planning and implementation of teaching strategies and content. Assessment of learning should provide information that allows staff to evaluate the effectiveness of their previous teaching. Assessment for learning should enable future planning.

Assessment should assist students to become independent and self-directed learners. As a Catholic school, we recognize that assessment must reflect gospel values creating a fair, equitable and just system for all students. All assessment is standards referenced and students should have a clear understanding of what is expected of them.

Guidelines
1. Assessment should be both formal and informal. Formal tasks are those listed on the assessment schedule and must be designed to assess the outcomes identified for the task. In Years 10, 11 and 12, these tasks will be used to determine a student’s final rank or grade. All tasks used for formal assessment should be common across all relevant classes and should be either cooperatively marked or marked by a single teacher to ensure consistency of marking. Informal assessment should be used to inform/adjust the results of formally assessed tasks.
2. Each assessment task should provide students with an opportunity to demonstrate their achievement of course outcomes.
3. Formal Assessment tasks should be kept to a minimum with 3-5 per course per year considered sufficient.
4. Formal Assessment tasks will not have a submission date the week before major examination periods where these apply.
5. For Years 7 – 10, Formal Assessment tasks are not to be given to be worked on exclusively over the holiday break.
6. Assessment of student performance in a task must be based on the actual outcomes achieved and NOT on the potential achievement. Set marking criteria and/or rubrics should be given to students prior to the task (except for formal examinations and in-class tests).
7. The assessed outcomes should link directly to the syllabus, reports, and band statements for the end of each stage of learning.
8. Each student is to be given an assessment outline at the commencement of each course detailing the nature of each task, the weightings (where appropriate) and the submission dates.
9. All Formal Assessment tasks must include the due date, weighting and outcomes to be assessed. They must include a clear task outline and a rubric and/or marking guidelines. All tasks (except examinations and topic tests) must be presented to students using the standard St Benedict’s College Cover sheet and students are to be given at least two weeks notice of the task.
10. All assessment tasks should be submitted as a hard copy unless otherwise stated.
11. After each assessment task, students are to be given meaningful feedback on their performance and achievement of outcomes.
12. Penalties apply for the unjustified late submission of Formal Assessment tasks.
   For Years 7 – 9
   Day: 1 - loss of 20% of the maximum attainable mark
   Day: 2 - loss of 40% of the maximum attainable mark
   Day: 3 - loss of 60% of the maximum attainable mark
   Day: 4 - loss of 80% of the maximum attainable mark
   Day: 5 – loss of 100% of the maximum attainable mark
   For Years 10 – 12
   A zero mark for one day or more late.
Years 11 & 12 students must submit hand-in tasks by 8:30 a.m. on the day due.

13. For the late submission of a task, the weekend will count as one day (ie 20% loss)
14. For Years 7 – 9, extensions and application of penalties will be at the discretion of the KLA Coordinator. For Years 10 – 12, extensions and penalties will be granted or applied at the discretion of the Curriculum Coordinator in consultation with the KLA Coordinator.
15. Formal tasks awarded a zero must still be submitted and marked and the results used to assist in determining student achievement of outcomes.
16. In certain circumstances, students may have a justifiable reason for the lateness of a task. This may be due to illness or another misadventure. In these circumstances, students are to complete the appropriate form and submit it to the KLA Coordinator (Yr 7 – 9) or the Curriculum Coordinator Yr 10 – 12) for consideration within 3 days of their return to school. Where approved, the student will receive the result attained without penalty.
17. Plagiarism and collusion will result in a zero mark being awarded for the relevant section/task.
18. Teachers must keep an accurate record of task submission and marks achieved.
19. Hard copies of all Formal Assessment Task marks are to be kept by the KLA Coordinator.
20. Students have the right to appeal the decisions of Coordinators in terms of procedures not being correctly followed or of the award of a zero mark. An appeals panel consisting of the Principal, Curriculum Coordinator and KLA Coordinator will be convened and the student will be informed in writing of the final decision.

Basis of Discretion
For Years 7 – 9, KLA Coordinators, upon consideration of all relevant information, may determine minor variations to this policy.

For Years 10 – 12, the Curriculum Coordinator, upon consideration of all relevant information, may determine minor variations to this policy.

The basis for any variation must ensure that no student has been disadvantaged by the change.

The Principal reserves the right at all times to review current practices and recommend changes that are appropriate and in the best interests of the school or individual students.

Supporting Documents
Board of Studies:
- Assessment, Certification and Examinations (ACE) manual.
- School Certificate Rules and procedures booklet.

St. Benedict’s College:
- Year 10 Assessment booklet (when developed)
- Preliminary Course Assessment booklet (when developed)
- HSC Course Assessment booklet (when developed)

Faculty handbooks
Student Diary

Evaluation
This policy will be reviewed in 2013 by the policy group

Date of Implementation

Principal: .................................................. Date: ..................................