Rationale

Assessment is integral part of the teaching and learning process at St Benedict’s Catholic College. It provides evidence about the degree to which students have developed enduring, transferable understanding in relation to the syllabus outcomes in each course studied. Assessment is the process of identifying, gathering and interpreting information about student achievement.

Assessment will be used to assist students in learning and to provide students with feedback about their progress. Assessment will also be used by teachers to assist in the development of their teaching and learning strategies. Finally, assessment will be used to report on student progress.

Assessment at St Benedict’s Catholic College will assist students to become independent, self-directed learners. As a Catholic school, we recognise that assessment must reflect gospel values creating a fair, equitable and just system for all students.

Assessment Processes

Assessments represent an integral part of the teaching and learning process and as such all assessments set, must be completed. Students will receive an Assessment Booklet with Assessment Schedules – these schedules will highlight for students the type of task, its relative weighting and the timing of tasks for each subject.
Assessments will:
- cater for elements such as fieldwork which occur as part of the course
- increase the accuracy of the final assessment of student achievement by using multiple measures
- give consideration to aspects of the course that can best be demonstrated over time, eg. practical skills

To maximize success in assessment tasks students should attend all timetabled lessons and participate in the provided learning experiences. Plan for all set assessment tasks by creating your own schedule and develop appropriate time management skills.

Students should read all assessment task instructions carefully and thoroughly. Students should also be familiar with the glossary of terms and pace in-class tasks and exam style tasks carefully.

If the subject requires an HSC Major Project for external marking the student should ensure they work consistently over the year.

**Students should complete all the learning experiences to the best of their ability.**

School assessment results will not be increased to compensate for factors such as extended illness, misadventure or domestic problems that may have affected a student’s performance throughout the course. Teachers will assess the student’s actual performance, not potential performance.

If a HSC school assessment is submitted late, **20% of the total mark will be deducted per day late** (the weekend will be counted as one day). Late tasks must be submitted to the teacher or KLA Coordinator **before morning homeroom**. If the task is not submitted by the start of homeroom on the fifth day, it will be awarded zero.

**A student’s final HSC mark will comprise of 50% school based moderated assessment and 50% HSC external examination.**
Malpractice

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. Assessments in which Malpractice is an issue will receive a zero mark. Malpractice includes but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals or Internet without referencing the source
- using the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as their own
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aides during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice.

Students who are deemed to make a Non serious attempt at any assessment task will be awarded zero. A non serious attempt may include not making a genuine attempt to complete any of the sections of an assessment task. It may also include writing significantly off topic or in an inappropriate way.

Technical Failure

Students must protect themselves against technological failure. Technological failure may result in a mark of zero. Consideration may be given in relation to technological failures only in exceptional circumstances. In these cases students must submit evidence of completed work. This may include:

- draft work
- work saved to removable disk in the case of printer failure
- emailed submission
Illness and Misadventure

If a student has a valid reason for a late submission or absence from an assessment task then they may submit an Assessment Task Illness/Misadventure Appeal Form accompanied by a Doctor’s statement or police report or other professional statement completed using the appeal form (see Appendix A).

The forms should be presented to the Director of Learning and Teaching. This may occur prior to the submission date or on the first available occasion after returning to school. Documentation to support the request should be attached to the form. It should not be assumed that the request will be successful.

Students who are absent during the examination period must contact the Year Coordinator on the day of the missed examination. The Year Coordinator will advise on the best appropriate action. Students are expected to follow this advice.

N Determinations and N Warning Letters

Students who do not submit or complete classwork, homework, assessment tasks or assessment activities in class or for whom there is proven malpractice will receive an Official Warning: non-completion of course letter (N-Determination warning letter). The purpose of this letter is to alert the student and parent of the aspect of the student’s academic progress that is causing concern. The letter will include information regarding what the student needs to do to rectify the problem and the date when this needs to be achieved. If a student is unsure of the contents of the letter and the details of the work they need to complete they should contact their teacher.

Students will receive a first warning letter as a result of not completing coursework or assessments or for proven malpractice. If the work has not been rectified by the assigned date on the first warning letter, the student will receive a second warning letter. It is their responsibility to attend to the problem promptly.

Students who have been issued TWO (2) N Determination Warning letters in which they have not rectified the problem will be considered for an N Determination. This may include two letters resulting from the same task or for different tasks. Students who
receive in excess of **FOUR (4)** N Determination Warning letters and have completed the required work will also be considered for an N Determination.

A committee including the Director of Learning and Teaching, Assistant Principal and the Year Coordinator will review a student’s profile at the near the end of the course and make an on balance judgement in the final N Determination. The decision will centre on BOSTES requirements including consideration on whether the student has:

- Followed the course developed/endorsed by the BOSTES
- Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.
- Achieved some or all of the course outcomes.
- An N Determination in a subject will result in that subject not appearing on the student’s HSC. If as a consequence the student has less than the required 10 HSC units they will not receive an HSC. If the subject was required as part of the student’s ATAR pattern of study – they will no longer receive an ATAR.
- Students must satisfactorily complete the Preliminary component of a Course to be eligible to proceed into the HSC component in Year 12.
- Students whose **attendance** is poor may not satisfy course completion criteria.

The Principal is the final arbitrator on any matters that arise regarding the final assessments and an N Determination.

**Appeals Process**

Appeals will only be considered if students and their families believe that due process has not been followed in regard to the administering of an assessment task.

Appeals cannot be on grounds that question the professional judgements made by teachers in allocating a mark to an assessment task.

If a student wishes to appeal, they must submit a written application to the Principal with all appropriate evidence within **five school days** of receipt of the final mark for the task. This appeal must be signed by both the student and their parent/caregiver.

*This document appears in the HSC Handbook of Studies.*