

Stage 4 Critical Student Information - Assessments

Assessments

The overall mark on student's semester reports is based on the student's performance on each of the formal assessment task scheduled for completion during the semester. Each course has assessment tasks with varied weightings contributing to the overall mark. Stage 4 assessment is designed to determine how well students have achieved the complete range of outcomes for any given course. This provides greater scope than is possible from a single task. It gives students the opportunity to demonstrate their knowledge, skills and understanding in a wider range of tasks such as oral, research and practical skills.

Notification of Assessment Tasks

Students will receive a written notification of an assessment task at least **two weeks** prior to the due date of the task. Students will complete a CANVAS quiz to date a register to acknowledge receipt of this assessment notification. If students are absent on the day an assessment task notification is handed out, they are responsible for obtaining a copy of it. No extra time will be given to a student for a task because they did not receive the notification in class. Teachers will upload a copy of the task notification onto CANVAS to ensure all students can access a copy throughout the assessment period.

Submission

It is the responsibility of students to ensure that they complete assessment tasks at the scheduled time and date or that they complete a serious attempt at assessment tasks and submit them at the designated time on or before the due date. Assessments may be required to be handed in, submitted via CANVAS, or submitted digitally by a specified time. Notifications for each task will clearly outline the required means of submission.

When submitting an assessment task, tasks will be accepted by the course teacher during the class period for that subject on the due date. If the teacher is absent or unavailable, tasks must be handed to the Head Teacher responsible for the course. Tasks must never be left on a desk or table for collection by the teacher or handed to a casual teacher.

Students must sign to reflect that they have submitted their task. Tasks submitted online will be date and time stamped to ensure processes are followed.

Assessment task submission and/or completion takes priority over school events such as: excursions, sporting, or school representation. It is the student's responsibility to bring to the attention of their class teacher any impending conflicts.

Tasks submitted after the due date without a successful Student Appeal Form will receive a 10% penalty for each school day the task is late for 10 days. After 10 days the task will receive an automatic zero mark.

Late or Non-Submission of tasks:

If a student fails to complete a task in the assessment program without a valid reason (e.g., illness) the student will be issued with a 10% penalty for each school day the task is late for 10 days. After 10 days the task will receive an automatic zero mark.

If tasks prepared at home are not submitted by the time stipulated on the notification, they will be regarded as late unless a Student Appeal Form is submitted. Late submission will result in a 10% penalty for each school day the task is late for 10 days. After 10 days the task will receive an automatic zero mark. **Please note: this is not the case in Stage 5 and 6, where an automatic mark of zero is awarded for late submission.**

Students are expected to make a serious attempt at assessment tasks when submitting late or otherwise. Students will receive feedback about their response; however, the student would still have a penalised mark recorded against their performance for the task.

Failure of technology on the due date will not be accepted as a valid reason for late submission.

Where there is no valid reason for not completing an assessment task, a failure to submit assessment task letter will be issued via email, indicating the nature of the work not completed and the future action required of the student to resolve the situation. It is important that students complete this task to develop the skills required of the course.

To meet the requirements of the Stage 4 course, students must make a genuine attempt at assessment tasks.

Extensions may only be granted where there is a legitimate reason for absence approved by the Head Teacher or Deputy Principal. This will only occur after following the appeals process.

Non-Serious Attempts

NESA (NSW Education Standards Authority) expects students to attempt all assessment tasks that are set. Students who do not make a serious attempt at assessments may not receive a mark for the assessment concerned and parents will be contacted for a meeting. Any student identified as making a non-serious attempt or a non-attempt will be asked to justify their response with the teacher and Head Teacher of the subject.

Non-serious attempts include frivolous or objectionable material. Students who provide answers to questions in a language other than English (unless specifically instructed to do so) will have zero marks awarded.

Non-attempts include those where only multiple-choice questions are attempted.

Invalid or Unreliable Tasks

All assessment tasks go through a rigorous compliance check to ensure that the tasks are deemed valid and reliable before they are issued to students. However, in the chance that an assessment task does not comply with the information outlined in the assessment schedule for the course, the Stage 4 Deputy will work with the Head Teacher of the faculty to determine if an alternate task should be issued or if student marks will be modified. In extreme cases the task may be deemed invalid and may not count towards the final assessment mark.

Students will be informed of the decision at the outcome of the investigation and given ample opportunity to prepare or resubmit tasks.

Appeals for Assessment Tasks

Students absent (due to illness or approved leave such other school business) from school on the day an assessment task, test or examination is due, must complete and submit a Student Appeal Form within **two days** after their return to school and **no longer than two weeks** after the initial due date of the task, test, or examination. The Student Illness, Accident and Misadventure Appeal Form may be lodged with either their Class Teacher or the Head Teacher of the faculty. Student Appeal Forms are available on KKHS website or from the student's classroom teacher or Head Teacher.

In exceptional circumstances (e.g., where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate), the Deputy Principal should authorise the use of an estimate based on other appropriate evidence.

If the student is absent due to illness, evidence of the illness on that date **must** be provided. When the student knows ahead of time that they will be absent for an assessment task they should advise the class teacher or Head Teacher prior to the date to complete the task at an agreed time. Where possible, this should be made at least two weeks before the assessment is due.

If the appeal is upheld, students will complete the task set for the assessment they have missed.

Please be Aware: "Technological" breakdown (e.g., computer or printer problems) will **NOT** be accepted as reasons for an appeal.

If there is no valid reason for failing to complete an assessment task, the penalised mark must be recorded for that task.

Malpractice

All work presented in assessment tasks (including submitted works and practical examinations) must be a student's own or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to students receiving zero and will impact their overall result in the course.

Malpractice includes (but is not restricted to) the following:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on 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 aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice

In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own.

Students are expected to conform to the highest standards of academic integrity and ethical scholarship. If a student is deemed to be guilty of malpractice, a zero mark may be awarded for the section of the task or for the whole task depending on the amount found to be plagiarised. If the results of an assessment task are found to be invalid or unreliable for the entire cohort due to malpractice, an alternative assessment task may be given.

Marking of Assessment Tasks

Assessment tasks should be marked and returned to students within a two-week period. Meaningful feedback about what the student has demonstrated and what they need to do to improve their performance needs to be given to students as well as their rank and mark for the task. In the cases where there is more than one class for the subject, the task should be marked by one teacher, double marked or a process of corporate marking should be implemented, to maintain consistency of judgement. Teachers must keep copies of work samples from all assessments that reflect the distribution of grades for that task. Samples must be kept on SharePoint.

Submission of Projects, Major Works, and Performances

The development and selection of student projects, major works, exhibitions and performances **must satisfy health and safety requirements**. They must:

- be undertaken within the operating guidelines and directives of education authorities and/or schools
- recognise and reflect relevant state and national legislation, regulations and standards including those relating to workplace health and safety (WHS), animal welfare, dangerous goods, hazardous substances and weapons
- take account of the needs of students, teachers, markers and others, including the general public.

Any Stage 4 project that might be considered dangerous to health or safety may not be marked.

Prohibited weapons, replicas and related articles

Student projects, major works, bodies of work, exhibitions and performances should not produce, display or use prohibited weapons, replicas or related articles. Plastic toys and other objects that would not be mistaken for real weapons are permissible. Students using such toys to represent a weapon in a performance must advise the markers before they begin their performance.

For many students, their performance or submitted works present an opportunity to explore an issue of personal interest and to express ideas and opinions. While it is understood some performances and submitted works challenge established views, work submitted should not cause offence. Markers should not be confronted by works and performances that the general community would find offensive. Teachers will report any responses or submitted works that contain frivolous or gratuitously objectionable material to the Stage 4 Deputy Principal.