

ASSESSMENT POLICY

POLICY UPDATED May 2023

Assessment Deadlines, Deducting Marks, and Discounting Grades Policy

Policy Principles

The policy is underpinned by the following principles:

1. That the summative assessments recorded for student achievement in school assessments will be on the basis of the nature of the work undertaken by the student and presented for assessment.
2. That for assignments and other work-related activities, time-limits (i.e., deadlines) need to be set by schools.
3. That schools ensure that there is a policy on deadlines for the submission of summative tasks and on the criteria and process for negotiating extensions.
4. That schools be advised that assignments or work requirements not presented by final deadlines must be awarded a zero (0) or 'not completed' for records of students' summative achievements.
5. Students who have legitimate medical grounds must provide medical documentation to the assistant principal / SACE Coordinator.

When summative tasks are scheduled for completion over a long period, such as research assignments or special projects, it will be expected that the teacher will regularly monitor progress and hence avoid a problem with a student failing to meet the deadline for a summative task. This monitoring has the added benefit of maintaining a check on the authenticity of the work being done. Students are expected to submit drafts by required due dates. Failure to do so will result in parent contact, with some possible student consequences. (see table)

The grounds for extension are to be determined by the school and will naturally represent a balance between Compassion to an individual and fairness to the whole group of students involved.

Work handed in by the due date should then be graded at face value for summative purposes. Work handed in after the negotiated deadline may be marked for feedback purposes only, to form part of the student's formative assessment.

At Cummins Area School:

- Submission of tasks by the stated deadline is expected unless an extension has been negotiated with the teacher at least 48 hours before the deadline expires, preferably supported with a written request by a parent.
- A whole class extension may be granted by a teacher at least 3 days ahead of the first published deadline.
- It is a student's responsibility to have enough print credits to be able to submit work by a deadline.
- Technology failure is NOT an excuse for non-submission of work.

- In the event of a planned 'absence', (ASBA / appointment / family holiday etc.) coinciding with a deadline the student must ensure the work is still submitted by the deadline i.e.; earlier, e-mailed to the teacher or delivered by another person.
- In years 8 to 12 no-submission of a task results in a score of zero(0).

Special Provisions in Assessment

Special Provisions in Assessment are considered only within the following and must be formally applied for through the SACE Co-ordinator.

- Short-term and Long-term Impairment; whether physical (illness or injury) or emotional
- Linguistics Limitation in English language Proficiency
- Misadventure; when objectives cannot be varied in the school assessment and a student's performance or presentation was affected by an incident clearly beyond the student's control.
- If a student provides evidence showing grounds for Special Provisions In Assessment, an alternative assessment task/s may be negotiated between the teacher and student with an appropriate /realistic timeline to ensure a student's overall subject assessment is not unduly jeopardised through not achieving the initial task or deadline.

PLAGIARISM

Supervision and Verification of Students' Work Policy

Policy Principles

The policy is underpinned by the following principles:

- That students must submit for assessment only work that is their own, produced without undue assistance from other people or sources.
- That all changes made in the various stages of development of written or other products submitted for summative assessment must represent the student's own work.
- That work which has been subjected to detailed editing, correction, or alteration by the teacher may not be further developed or copied by the student for resubmission.

Work that is **unacceptable because of an undue level of assistance** will include that which:

- has been copied, without acknowledgment, from another person's work or another source;
- incorporates corrections or changes made by the teacher or another person.

Supervision and Safeguards against Plagiarism

Students are required to submit work that is their own. Apart from appropriately incorporated quotations from other sources, no part of a student's work may be copied from any other person's work, or be based on an undue level of assistance from another person (as described above).

Use of Computers

The principles relating to the confirmation of work produced using computers are essentially the same as those laid down for other forms of development and presentation of work for assessment. Students must themselves enter all text and make all amendments to text. No part of a student's work may be based on an undue level of assistance from other people or sources.

At Cummins Area School

- Work copied directly from a book, the Internet or from another student is not original and will be awarded zero (0).
- If two students present work which is virtually identical (except in the case of a group task) both students will be awarded a zero (0).