

Cessnock High School



STAGE 5 (YEARS 9 & 10) ASSESSMENT POLICY

What are the key underpinnings of this policy?

- All students will be treated fairly and equitably commensurate with their needs.
- Individual subjects will conduct assessment tasks during the year.
- Any exceptions to the procedures in this policy will remain at the discretion of the Principal.

How is the School Certificate assessed?

The award of the school certificate is based on:

- in-class performance in individual subjects graded by teachers with an A, B, C, D, E, or N; consistent classwork, effort and participation are expected.
- performance in four external examinations in November – English literacy; Mathematics; Science; and Geography, History, Civics and Citizenship.

How will I be assessed?

- Assessment tasks will be given to determine the achievement of course outcomes. Generally, a greater weighting is given to tasks done later in the course.
- Students will be issued with an assessment program by their class teacher well before any assessment tasks commence. The assessment program will be discussed with students.
- Students will be informed in writing of the timing and nature of each assessment task. This will take place at least two (2) weeks before the task is due.
- Results of individual tasks may be reported in the form of a grade, a mark, or a written comment.

What do I have to do?

- Students have specific responsibilities regarding the assessment program. These include:
 - doing each assessment task to the best of their ability so that they can best demonstrate their achievement of course outcomes;
 - ensuring that any questions they have about the marks, grades or comments awarded for a task are resolved at the time the task is returned;
 - giving priority to assessment tasks over other activities; and
 - discussing any problems relating to completing the task with your teachers as soon as they arise.

What do I do if I miss an assessment task?

- Students are expected to submit tasks on time, whether completed or not. Failure to submit a task on the date due, without a successful appeal, will result in zero (0). Parents will be notified in writing if tasks are not submitted on time, and the student is at risk of receiving zero (0).
- Students who miss an assessment task or hand in a task late, must collect an appeal form from the Head Teacher of the subject (Year 9) and the Principal (Year 9Z electives, and Year 10) at the earliest opportunity. Documentation such as a note from a parent or a doctor's certificate is required to support your appeal. If your appeal is upheld you may be granted an extension of time, another opportunity to sit the task, or an alternative task. Estimates for tasks will only be given under special circumstances.
- Appeals that are dismissed will result in a zero (0) for the specific task. Despite this, all tasks must still be completed to ensure that the student is eligible for the School Certificate.
- Students who are using computers in the preparation of assessment tasks must work from printed drafts, and retain a hard copy of their most recent draft. In the event of computer, disk or printer failure, students are to submit the most recent printed draft as evidence of their progress, and complete an appeal form (available from the Principal). Without evidence of such progress it is unlikely that the appeal will be upheld. Students are not to submit tasks on disk unless specified in the task.
- In the event of proven dishonesty, the outcome will be zero (0) for the task.

- All examples of suspected plagiarism (directly copying someone else's work and claiming it as your own) will be referred to the Principal.
- Students may appeal if they believe that this policy has not been followed or if they feel they have been unfairly treated.

How will missed assessment tasks affect my school certificate?

- Students who do not submit assessment tasks on time risk a poorer School Certificate result and an 'N' determination. This means that they have not satisfactorily completed the requirements of a particular subject. An N will appear on their Record of Attainment instead of an A, B, C, D, or E.
- Students who receive an 'N' determination in English, Mathematics, Science, Geography or History, or PDHPE will not receive a School Certificate.

Will I be treated fairly?

- Faculties within the school will develop procedures ensuring that all students are treated fairly and equitably.

Who can help me further?

- For further information on the information please contact your Year Adviser, Deputy Principal, or Principal.

I Scanlon

Principal

March 16th 2006