

## ASSESSMENT POLICY

### Assessment of a Student's Progress

Assessment is the process of identifying, gathering and interpreting information about student achievement. Assessment can be used for a number of key purposes, including to:

- assist student learning.
- evaluate and improve teaching and learning programs.
- provide information on student learning and progress in a course in relation to the syllabus outcomes.
- provide evidence of satisfactory completion of a course.
- report on the achievement by each student at the end of a course.

### Assessment Tasks and Exams

Each subject department has its own policy regarding across-the-board tasks and exams. Students should be given sufficient notification of such exams and the components to be tested in each. Students failing to complete such tasks or exams, because of illness or other misadventure, will be required to present a doctor's certificate or written evidence. Students may be asked to sit a substitute task (at the discretion of the Studies Co-ordinator).

### Absence from Assessment Events or on the Due Date of an Assessment Task

**In the event of absence from an assessment event or on the due date of an assessment task, the following process must be followed:**

Students must notify by phone the Guidance Co-ordinator on the morning of their absence. The Guidance Co-ordinator will in turn notify the relevant Studies Co-ordinator.

In the case of an illness, a **Doctor's Certificate** is required **which must cover the period of illness** and must be handed to the Guidance Co-ordinator **before 9:00 am** on the day the student returns to school. This should accompany the task.

### Cheating

A mark of zero will be accorded the student found to be cheating or submitting, as her own, another's work, or who brings a mobile phone or electronic equipment into any Assessment Task.

### Substitute Assessment Tasks

Substitute Assessment Tasks may be given at the discretion of the Studies Co-ordinator.

### Technology Failure

Technology failure is not an acceptable excuse for the late submission of a task. Students are encouraged to keep draft copies and notes related to assessment tasks which must be submitted in the event of technology failure. These will be regarded as final assessment submission.

### Years 10, 11 and 12

The SC, HSC and Preliminary Course assessment policies will be distributed to students at the beginning of the academic year. It will provide detailed assessment information.



## EXAMINATIONS RULES AND PROCEDURES (YEARS 10–12)

- Students will receive information in advance on the exam timetable from their Guidance Co-ordinator. Students need to check this timetable carefully.
- Students in Years 11 and 12 are only expected to attend school on the days that they have scheduled examinations. Their parents will need to sign a permission slip to confirm this arrangement. Year 10 students remain at school during any exam period.
- Students who have been granted Special Provisions such as reader/writer/additional time will be given separate supervision. This information will be provided by the Learning Support Team.
- Students should be well prepared with all the necessary equipment such as a number of pens, pencils, rulers, staplers, mathematical equipment, calculators etc. Students should place all equipment in a clear plastic sleeve. **NO PENCIL CASES WILL BE PERMITTED IN THE EXAM ROOM.** Borrowing equipment in an examination is not allowed. The supervising teacher will check each girl's exam equipment as she enters the room.
- If a student is absent on the day of an examination, either she or her parent must contact the school to inform the Guidance Co-ordinator. Students in Years 10, 11 and 12 must produce a Doctor's Certificate to verify the absence. Where a student is absent from an examination and sits for the examination after the cohort, this result will only be used as an estimate. Neither the result nor the position will appear on the student's school report.
- Students are to wear full school uniform to all exams.
- Students must meet at the netball courts at least 15 minutes prior to the scheduled commencement time for the examination and line-up in courses/levels/alphabetical order.
- The Exam Co-ordinator will place cards with each student's name, Board of Studies number and subject list on the examination desk with the examination paper.
- No students are to bring mobile phones or other electronic devices into the examination room. Any student found to have a mobile phone on her during an examination is liable to receive zero marks for the exam.
- There should be **NO SPEAKING** in the exam room.
- During the HSC Trial examinations, students are to use only their Board of Studies number to identify them. They must not write their name on any exam answer booklets.
- The examination will commence at the scheduled time. All examinations have designated "reading time" and during this time students are not permitted to write. At the conclusion of the reading time, students will be instructed to commence the examination.
- Students who arrive late to an examination without a reasonable explanation will not be granted additional time unless at the discretion of the Studies Co-ordinator or Guidance Co-ordinator.
- Students must remain in the examination room for the full duration of the examination.
- At end of the examination students will tie booklets together in the relevant sections for collection. Exams will be collected before all students leave the hall. Any "non-attempts" of sections or questions in an examination must be noted as such.
- Under no circumstances are students to remove writing booklets from the hall.
- Toilet breaks will be supervised and at the discretion of the supervisor. No toilet breaks will be permitted during the first 30 minutes and the last 30 minutes of any examination.
- Any student found cheating during an examination or who knowingly helps another student cheat, will automatically be given a zero mark for that examination.