



Lower School Assessment Policy for Students in Years 7, 8, 9 & 10

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The Department of Education, through public schools, implements a curriculum to meet the learning needs of all students and assesses and reports student achievement in accordance with the established standards of the School Curriculum and Standards Authority. The guidelines below follow the requirements of the prescribed standards.

Student Responsibilities

For every subject in which a student is enrolled, they must:

- meet a satisfactory level of attendance (90% as per Department of Education requirements)
- participate in and complete both the teaching & learning and the assessment programs
- meet all of the assessment deadlines
- be prepared for class with all of the equipment required to participate in the curriculum
- maintain an assessment file for all courses containing completed written assessments
- contact the school on the morning (by 9.00 am) of a missed in-class assessment or when an assignment is due and provide a medical certificate or written explanation of the absence immediately on return to school
- liaise with teachers to catch up on missed in-class assessments due to absence
- request extensions of time for out-of-class assessments if required, prior to the due date

Teacher Responsibilities

It is the responsibility of every teacher to:

- deliver a learning program that reflects current syllabus requirements and provides for the needs of **all** students, including those with disability or special needs
- provide students at the beginning of the course either in printed form or digitally on **Connect** with an overview of the curriculum content to be completed, a timeline showing when the content will be completed and an assessment plan showing assessment types and tasks (with due dates) to be completed as part of the teaching & learning program
- provide a modified outline if circumstances change during the teaching of a course requiring the teacher to make adjustments to the scheduled assessment tasks
- maintain up-to-date records of student achievement in **Reporting to Parents** and on **Connect**
- ensure assessment tasks enable all students to demonstrate their knowledge and understanding in relation to the year-level achievement standard
- meet all school and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate

Assessment Tasks

Each assessment task provides evidence of student achievement. Most tasks will be completed in class. Where tasks are completed out of class, the teacher will validate student achievement to ensure authenticity. If assessment tasks are completed by a group of students, teachers will use strategies to assess the performance of an individual in the group as well as the performance of the group.

Where a student has a learning disability or specific education need, the teacher may in consultation with the HOLA adjust the task.

Assessment tasks will be completed as scheduled and student's given feedback **within five working days**. Students must meet in-class assessment deadlines and any requests for extensions of time for out-of-class assessment dates, need to be negotiated with the teacher prior to the scheduled date.

Each assessment task will have a marking key which will be shared with students after the task has been completed. The marking key will make clear how the task has been marked and how marks have been awarded to provide students with constructive feedback on what they have done and how they can improve.

Types of Assessment

School Based-Assessments

Assessment Type	General Courses	Academic Courses
In-class testing e.g. essays, multi-choice, short answer, calculations etc	Embedded as regular short-cycled tests throughout the assessment program for each class	Embedded throughout the assessment program for each class
Timed assessment exercises in normal class time as preparation for timed tests and exams	Embedded at strategic times during the assessment program for each class	Embedded at strategic times during the assessment program for each class
Regular timed tests which include several genres under test conditions	At the conclusion of each logical unit of work	At the conclusion of each logical unit of work
Out of class assessments to develop research skills and enable extended answers	Embedded throughout the assessment program for each class	Embedded throughout the assessment program for each class

National and State Assessments

- **NAPLAN** (National Assessment Program Literacy and Numeracy) - annual assessment for students in Years 7 and 9 made up of tests in reading, writing, conventions of language and numeracy.
- **OLNA** (Online Literacy and Numeracy Assessment) - designed to demonstrate the minimum standard of literacy and numeracy requirement for the Western Australian Certificate of Education (WACE). The test is sat under test conditions by students from Year 10 to 12 who have not achieved Band 8 or higher in any of the three components of their Year 9 NAPLAN. Students sit OLNA until they demonstrate the required proficiency.

School examinations

Written examinations are an assessment item each semester in MESH courses for all year groups.

School examination schedules are made available in the **School Calendar** at beginning of the year and semester exams are sat under test conditions.

Semester examinations will be of different duration for each group and each course.

Year	Semester 1	Semester 2
7 & 8	Set and copied by the Learning Area 1 hour duration in class for all courses	Set and copied by the Learning Area 1 hour duration in class for all courses
9	Set and copied by the Learning Area 2 x 1 hour duration in class for Academic courses, alternative practical applications General courses	Set and copied by the Learning Area 2 x 1 hour duration in class for Academic courses, alternative practical applications General courses
10	Set and copied by the Learning Area 2 hours duration in class with 10 minutes reading time for courses with alternative practical applications for General courses	Set and copied by the Learning Area 2 x 1 hour duration in the exam venue for Academic courses with alternative practical applications for General courses

Procedures for semester exams include:

- students assemble quietly outside of the exam venue and sit in designated desks
- students are not to use writing materials during the reading time allowed
- no notes or text books are allowed in the exam room unless advised in advance
- no food or drink other than water is allowed in the room except for diagnosed medical reasons
- mobile phones are to be turned off and left at the front of the exam room
- pens, pencils etc. must be in a transparent plastic bag – no pencil cases are allowed
- sharing of equipment between students in an exam is not allowed
- students write their name on the exam paper and at the end of the exam hand in all pages
- students to raise hand to speak to the supervisor if they have a problem during the exam
- unless otherwise directed, students must write clearly in biro in the exam booklet provided
- collusion between students will lead to cancellation of examination marks for each student involved
- not following examination instructions will result in the removal of the student from the exam room

Reporting Student Achievement

Student achievement will be formally reported each semester in every subject in which a student is enrolled in terms of grades A, B, C, D and E using a five-point scale achievement descriptor. Each grade is based on the student's overall performance with reference to a set of pre-determined standards defined by the grade descriptors included in the syllabus.

Letter grade	Achievement descriptor
A	The student demonstrates excellent achievement of what is expected for this year level
B	The student demonstrates high achievement of what is expected for this year level.
C	The student demonstrates satisfactory achievement of what is expected for this year level.
D	The student demonstrates limited achievement of what is expected for this year level.
E	The student demonstrates very low achievement of what is expected for this year level.

Course Completion

Students must complete both the teaching & learning program and the assessment program is the course to be assigned a grade. The teaching & learning program includes all classroom activities that associated with the delivery of the syllabus content. Students must complete all assessment tasks as scheduled and submit all out-of-class tasks by the due date. Only in exceptional circumstances or with justifiable reasons will students be able to re-sit missed in-class assessments or work submitted late be assessed. Students who foresee that a deadline will be impossible to meet must inform their teacher in advance.

If a student is absent from school on the day that an assessment is scheduled or due, the parent/carer must notify the school on the morning of the absence (before 9.00 am) and provide a medical certificate or a written explanation immediately the student returns to school.

Students who are absent for an in-class assessment

If the reason provided by the student is **acceptable and supported by evidence**, the task can be completed at the earliest opportunity with **no mark penalty** or an alternative task can be provided if the assessment task has already been returned to students.

If the reason provided by the student is **not acceptable**, a **zero mark** will be recorded and the teacher will communicate this to the parent/carer.

Students who fail to meet the deadline for an out-of-class assessment

If the reason provided by the student is **acceptable and supported by evidence**, an **extension of time** can be provided with *no penalty mark*.

If the reason provided by the student is **not acceptable**, a **mark deduction of 10% of the possible mark** will be lost on each day up to five days after which a *zero mark* will apply. The teacher will communicate this to the parent/carer.

Students who are absent from a school examination

Where health issues or personal circumstances prevent a student from completing one or more school examinations, the parent/carer must notify the school by 9.00 am on the morning of the examination and submit a medical certificate or written explanation immediately on return to school.

If the reason is **acceptable and supported by evidence**, an **alternate date** will be set or where this is not possible, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

If the reason is **not acceptable**, a **mark of zero** will be applied.

Students who do not have the opportunity to complete the assessment program

Students may not be able to complete the assessment program because of injury or illness, cultural beliefs, personal circumstances or a disability and/or specific learning difficulty.

If the reason for non-completion of an assessment task is **acceptable and sufficient evidence of student achievement is available**, the teacher can make a professional judgement of the grade to be assigned. The task can be removed from the assessment outline and the professional judgement based on the remaining tasks.

If the reason for non-completion of an assessment task is **acceptable but insufficient evidence of student achievement is available**, the teacher may:

- make limited modifications to the assessment program so that it can be completed **or**
- provide an alternative task that conforms with assessment requirements (e.g. modify the task but maintain the same standards) **or**
- extend the due date of an out-of-class assessment task or delay an in-class assessment task

If the reason is **not acceptable**, a **mark of zero** will be applied.

In cases of absences due to sporting trips or student exchange, students are still required to complete the education and assessment program as per the course outline and the assessment program as per the assessment outline. Variations to the completion time of tasks in the assessment outline may be allowed where practical and where there are exceptional circumstances of justifiable reasons.

Students who are absent as a result of events that can be rescheduled (i.e. family holidays during term time) do not have a valid reason for non-completion or non-submission of assessment tasks. Students will not be permitted to re-sit an in-class task or re-submit an out-of-class assessment. Assessments not completed will incur a **zero mark penalty**.

Where a student is frequently absent from school due to chronic or repeated illness, it may be necessary to involve the parent/carer and appropriate school support service.

When assessment completion is affected by a catastrophic event

If the assessment of students is affected by a catastrophic event (e.g. if a pandemic causes a number of staff and/or students to be absent from school for an extended period) the teacher in conjunction with the HOLA should make a professional judgement on the performance of the students affected by the event based on the assessment tasks already completed. Where additional task are required to enable the professional judgement to be made, the assessment outline is modified and the parent/carer informed of the changes to be made to how student achievement will be determined.

Cheating, Collusion and Plagiarism

A student is not permitted to submit for marking, as original, any work which is:

- prepared by another person or with substantial input from another person
- copied or downloaded from the internet without acknowledging the source
- paraphrase from another source
- a summary of the work others

Where it is established **beyond reasonable doubt** that a student has engaged in cheating, collusion or plagiarism, the student and parent/carer will be informed and a penalty *mark of zero* will be imposed for the whole task or those parts of the task affected.

Where there is more than one class studying the same pair of units and completing the same assessment task, and the in-class assessment does not necessarily fall on the same day, students should not discuss the questions in the assessment with students from other classes until all classes have completed the task. **Discussion of questions will be treated as collusion** and student penalised.

Collusion between students or cheating during a **school examination** will lead to cancellation of the practical or written examinations marks for each student involved.

Students with a Disability

This includes students with diagnosed disability in regular classes or education support classes.

Where their disability, impairment or medical condition will **significantly affect their access to a particular assessment task**, the assessments tasks (including school examination) may be adjusted by the teacher responsible for the course. Adjustments depending on the individual student's education needs, can include special equipment, modified papers, provision of a scribe or additional time to complete a task.

Where a disability, special education needs or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks, the assessment outline will be modified and provided to the student and parent/guardian/carer.