



Assessment Policy

Stage 5

ASSESSMENT TASKS – STUDENT RESPONSIBILITIES

It is the responsibility of a student to -

- **be alert to the assessment notification and due date** of tasks by reference to the Assessment Schedule. **A class will be given at least two weeks notice of the specific date and nature of any assessment task.** If a student is absent on the day that a notification for an assessment task is given to students, it is the responsibility of the student to speak to their teacher or Head Teacher to obtain a copy. Similarly, if uncertain about a task, students should communicate with their class teacher. All students are responsible for ensuring that they understand the school's policy on assessment.
- **follow all instructions** given for an assessment task, in the notification and on the task itself.
- **complete all assessment tasks in every course.** All tasks must be attempted to the best of their ability so that they demonstrate maximum level of achievement. It is the responsibility of the student to demonstrate, through application and achievement, that they have met the requirements of the course.
- make a **genuine and serious attempt in all tasks.** If a student is deemed to have made a non-serious attempt, the student will re-attempt the assessment task.
- **complete and submit all tasks by** the published due dates. A **ZERO** result is given for **all late** assessment tasks. Students have access to an Illness and Misadventure process to cover genuine illness and misadventure which results in late submission.
- **keep records of the progress of their work**, for example draft versions or time stamped Google or Word documents. It is also recommended that students **back-up** assessment tasks on an **external drive** or use **cloud storage** such as OneDrive or Google Drive, to avoid loss in the event of hard drive failure. OneDrive and Google Drive provide built-in version histories.
- **keep a final copy** of all assessment tasks. This copy can be in the form of a saved file, photocopy, scanned digital images (jpg files), or digital photographs taken on a camera or mobile phone. It is recommended that this copy be stored on an **external drive**, or **cloud storage** such as OneDrive or Google Drive. This copy will:
 1. provide the student with the opportunity to submit a replacement task if the correct processes for submission have not been followed; and
 2. provide proof to the teacher that they have attempted/completed the task according to instructions.

Tasks that are completed on electronic devices should be appropriately saved and should **not** be deleted, until the marked task is returned from your teacher.

COMPLETION OF ASSESSMENT TASKS

It is essential that students present for and/or complete all assessment tasks/examinations. Where a task cannot be completed on time, the following special procedures will be implemented in all courses in all subjects.

Non completion without a valid reason or late submission of an assessment task

Where there is no valid reason for non-completion of an assessment task or work is submitted late, a **zero** mark will be recorded. The student must ensure they complete the task to demonstrate their achievement of the task outcomes.

Important Note: Technology failure e.g. broken USBs, computer, email and printing problems, will not be accepted as valid excuses for late work unless the student can provide proof (e.g. printed copy) that the work has been completed. Students unable to attend school due to illness must email the task to the school by the date and time published on the assessment notification sheet. Students remain responsible to print and submit their task.

Absence on the Day of an Assessment Task

Students have access to an Illness/ Misadventure process to cover genuine illness or misadventure (e.g. bereavement and accidents) resulting in non completion or late submission of an assessment task. *The Forest High School's Illness and Misadventure Process* for students is outlined on page 4 (i.e. the flowchart). It is the student's responsibility to read through and adhere to the Illness/ Misadventure process.

The following will be required for the subsequent circumstances:

- a. If a student knows beforehand that they will be absent on the date of an assessment task, the school should be contacted and the Head Teacher informed well prior to the date. Assessment tasks should be completed and submitted before the due date unless other arrangements are made with the Head Teacher of the course. Should a task be submitted late then a valid reason must be provided otherwise the late penalty will incur.
- b. If a student is absent from an in class assessment task, they must complete an Illness/ Misadventure form which involves a written statement from the student's parent/guardian explaining the absence or a doctor's certificate may be provided where illness is involved. Other documentation will be required in the case of misadventure e.g. if a student missed an assessment due to arriving late because of a cancelled bus, a screenshot of the cancelled service. Students will be expected to complete the task, the

next lesson they have the subject. The student has the responsibility of reporting to the Head Teacher of the subject concerned in order to arrange the task's completion. If a student is absent and does not provide any documentation, a **zero** mark will be recorded.

- c. If a student is ill before an in class assessment but they still attend school or if they are ill during an in class assessment task, they must inform their classroom teacher and see the Head of Faculty on the day of the task.
- d. If a student is absent due to illness/misadventure on the due date for submission of an assessment, the assessment must be submitted on CANVAS by the time published on the assessment notification. If the task is incomplete due to the severity and length of the illness, submission of the incomplete task is still required. Failure to do so will be considered late work and a penalty will incur. A written statement from the student's parent/guardian explaining the absence for the day must be provided to the Head Teacher of the course.

Pre-approved leave

Pre-approved leave can occur for any of the following reasons:

- Excursion or school representation
- Religious observance
- Representative sport
- Significant family event
- Work placement
- Work in the entertainment industry

When students have approved leave on the day of an assessment task, the following options may be applied:

- A. Sit or submit the task on another day without penalty
- B. Complete a substitute or alternate task
- C. Both A and B

Providing an estimate for a missed task is only considered at the end of a course when it is not possible for a student to return to school to sit an examination or test.

Length of leave

Depending on the length of the absence, there are two separate processes for having pre-approved leave granted for an in-class assessment task or test. These processes should be

started as soon as possible to ensure that the leave is approved and that course teachers have adequate time to act.

a. Less than 5 days of leave

1. Provide evidence to your class teacher that you are going to be absent on the day of an assessment task due to one of the approved reasons for absence
2. The classroom teacher, in consultation with the Head Teacher, approves or rejects the request.
3. The student is informed of which assessment option will be applied.
4. Appeals against the decision referred to the Deputy Principal.

b. Extended leave (more than 5 days absence)

1. Students and/or parents to collect extended leave form from office
2. Complete all sections of the extended leave form, including;
 - Class teacher instructions on work to be completed, including options for in-class assessments or tests
 - Head Teacher confirmation of instructions
 - Deputy Principal recommendation to Principal
 - Approval of leave by Principal
3. Provide supporting evidence

A List of Head Teachers and Where to Find Them

CAPA – Ms Constantin I block upstairs	Mathematics – Ms Gourlay E block downstairs	PD/H/PE – Ms Nestor I block upstairs
English – Ms Kerr C block upstairs	Science – Mr Goodwin G block downstairs	TAS – Ms Walsh G block downstairs
HSIE – Mr Tesoriero E block downstairs	Support – Mr Sills B block downstairs	Languages – Ms Lepre I block upstairs



Illness/ Misadventure Process

What you **MUST** do if you are **ABSENT** due to illness/ misadventure:

Step 1

•NOTIFY & GATHER

- Notify the Head Teacher of the Faculty by:
- Phone - 9451 5111 or
- Email - theforest-h.school@det.nsw.edu.au) on **the day of your assessment task or examination that you will be absent.**

Step 2

•DOWNLOAD

- Download the Illness/ Misadventure form from The Forest High School website - <https://theforest-h.schools.nsw.gov.au/>)
- Click on "Year Information" -> Relevant "Year Group" -> "The Forest High School Illness and Misadventure Application - Stage 5."

Step 3

•COMPLETE & ATTACH

- Complete the illness/ misadventure form on the same day as the missed task, ensuring that all relevant sections are filled in.
- Attach any evidence you may have of the illness or misadventure. The evidence must cover absence on the due date and any subsequent days.
- Students and their parents must sign the form.

Step 4

•SUBMIT

- On the first day you return to school, submit your illness/ misadventure form, with any supporting evidence (if needed), to the Head Teacher of the faculty.
- Note - You must be prepared to complete the task on the first day of your return to school.

MALPRACTICE

Malpractice is any attempt to gain an unfair advantage over other students.

Malpractice in any form is unacceptable. NESAs has clarified the different types of malpractice.

Types of Malpractice

Misrepresentation

1. *Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information.*
2. *Misrepresentation can include but is not limited to:*
 - a. *making up journal entries for a project, and/or*
 - b. *submitting falsified or altered documents (e.g. medical certificate), and/or*
 - c. *referencing incorrect or non-existent sources, and/or*
 - d. *contriving false explanations to explain work not handed in by the due date.*

Plagiarism

1. *Plagiarism is when a student pretends to have written, created or developed work that has originated from another source.*
2. *When using work that has originated from another source, students must acknowledge the source material in accordance with course specific requirements.*
3. *Plagiarism includes but is not limited to:*
 - a. *copying someone else's work in part or in whole, and presenting it as their own, and/or*
 - b. *using material directly from books, journals, the internet, or any other offline/online resources, without appropriate acknowledgement of the authors and/or source, and/or*
 - c. *building on the ideas or words of another person without appropriate acknowledgement, and/or*
 - d. *using ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.*

Collusion

1. *Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment.*
2. *Collusion includes but is not limited to:*
 - a. *sharing answers to an assessment with other students, and/or*
 - b. *submitting work that has been substantially contributed to by another person, such as a student, parent, coach or subject expert, and/or*
 - c. *contract cheating by outsourcing work to a third party, and/or*
 - d. *unauthorised use of artificial intelligence technologies.*

Breach of assessment conditions

1. *All students undertaking an exam or HSC minimum standard test must comply with the assessment conditions set by the school.*
2. *When assembling for, undertaking, and leaving the exam or test session, students are subject to the direction and supervision of their teachers. Students must adhere to the rules prescribed by their school.*
3. *A breach of assessment conditions includes any breach of:*
 - a. *exam rules and procedures, and*
 - b. *HSC minimum standard test rules and procedures.*
4. *Malpractice occurs when a student breaches the conditions set for assessment in an attempt to gain an unfair advantage.*

Students are required to submit their own work and not the work of others. Unethical conduct in an assessment task will result in a penalty of marks and a resubmission of the task. If a student uses another person's work without giving credit for that work they are engaging in plagiarism, which will result in a penalty and resubmission of the task. Students submitting answers that are generated using artificial intelligence (AI) platforms, and presenting this as their own work constitutes malpractice. Our school uses *Turn It In*, and this program detects plagiarism and has a function to capture information generated using AI platforms. In the event that plagiarism or AI is detected, *The Forest High School's Procedures for Suspected Malpractice in Assessments* will be followed. This process is outlined on the following page. Cases of cheating during examinations may result in a penalty of marks and/or a reattempt of the task. Parents will be notified in writing of any dishonest and/or unethical conduct.



Procedures for Suspected Malpractice in Assessments – Year 9

In the event of suspected malpractice, the following steps will be taken:

Step 1

• SCREENING TOOL - TURNITIN

- The assessment task will be put through Turnitin and possibly other screening tools.

Step 2

• STUDENT INTERVIEWED

- The student is notified of the suspected malpractice and they will be provided an opportunity to formally respond to the suspected malpractice. They will be invited to attend a meeting with the Classroom Teacher (CRT) and the Head Teacher (HT).
- Note - A student must demonstrate that all unacknowledged work is entirely their own.

Step 3

• DECISION MADE & COMMUNICATED

- The CRT & HT will consider all available evidence to determine if malpractice has occurred, the appropriate penalty to be applied and any actions to be taken.
- Their decision is communicated to the student and their parent/carer.
- The incident is logged on Sentral.

Step 4

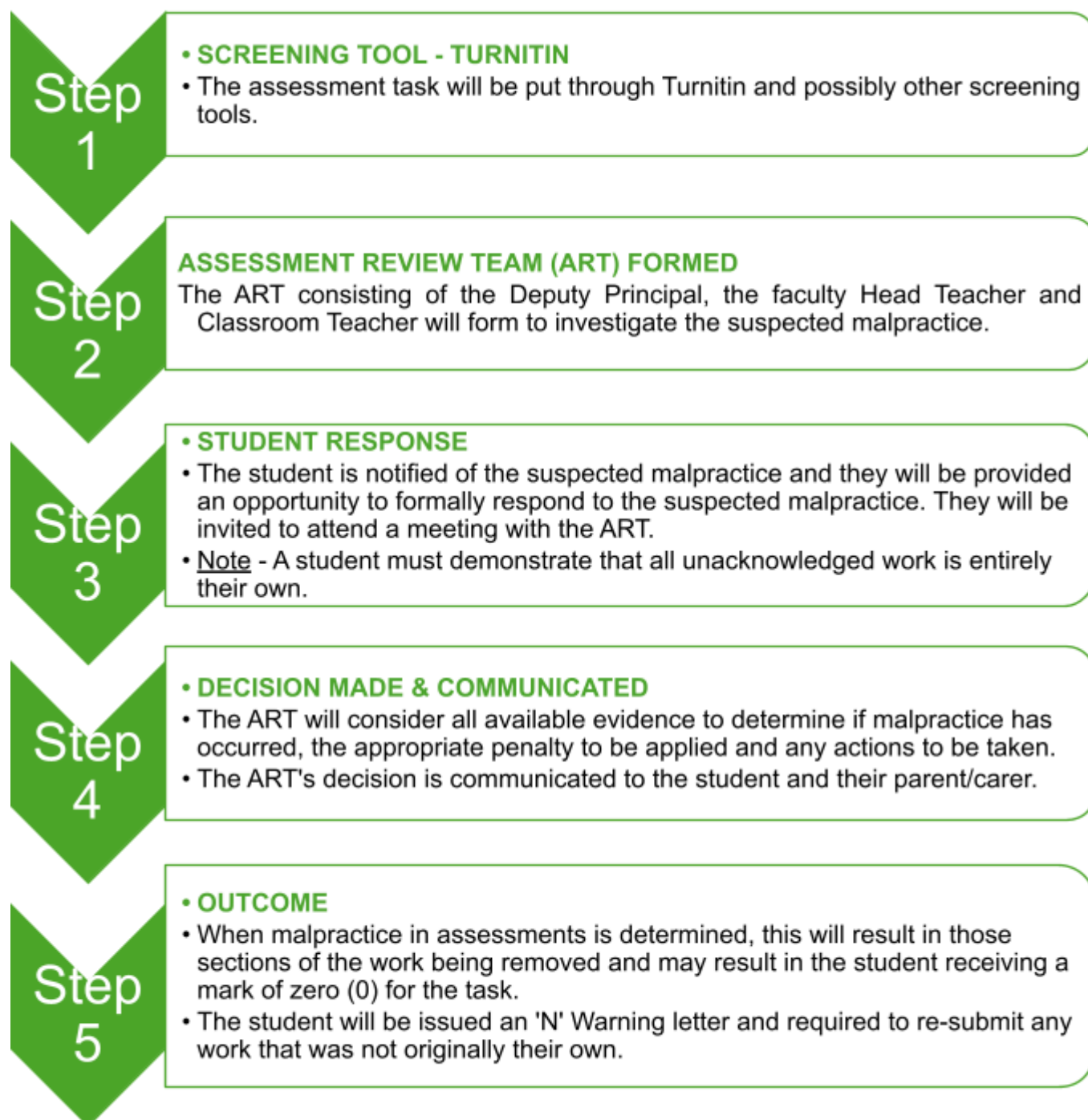
• OUTCOME

- When malpractice in an assessment is determined:
- those sections of the work will be removed and a mark will be given for the remainder of the work.
- The student will redo the sections of the work that was not their own and resubmit it to their CRT.



Procedures for Suspected Malpractice in Assessments – Year 10

In the event of suspected malpractice, the following steps will be taken:



ASSESSMENT MARKS AND GRADES

Students will be informed of their results for each assessment task. Students must ensure that any questions that they have about the marks awarded or comments made for an individual piece of work are resolved at the time the work is handed back. Full school reports will be completed twice a year.

Students who transfer to The Forest High School after the assessment program has begun will have their final grade based on assessment tasks completed after their enrolment and reports/grades from previous school.

Students who are accelerants will follow the same course and assessment procedures as the Year 10 students for the purpose of awarding Record of Student Achievement grades.

ATTENDANCE

Unsatisfactory Attendance

It is the responsibility of students and their parents to ensure that students attend school. The Principal and/or other appropriate staff will interview students who have poor attendance records. Students and parents will be notified in writing if attendance, both whole and partial, is in danger of becoming unsatisfactory. The Principal may determine that, as a result of a student's poor attendance, the course completion criteria may not be met. This may lead to a student being deemed unsatisfactory for the award of a Record of Student Achievement.

Year 10 ONLY

NON COMPLETION OF COURSE REQUIREMENTS ('N' Determination Process)

Satisfactory completion of courses is judged, among other things, by participation and level of involvement in class, the assessments, homework and class work completed. If the Principal determines that the student is in danger of not completing a course satisfactorily, they will be warned in writing in time for them to correct the problem and satisfactorily complete the course. If the student is deemed not to have completed a course, they will receive an 'N' (non-completion of course requirements) determination.

Warnings to students of non-completion of course requirements

NESA requires TWO warnings for a student in order for an 'N' determination to be made by the Principal at the end of a course. A 'N' warning is a 'call to action', the student is not meeting course outcomes and must complete outstanding work to satisfactorily meet course requirements.

A student will receive a zero mark and 'N' warning letter if he/she:

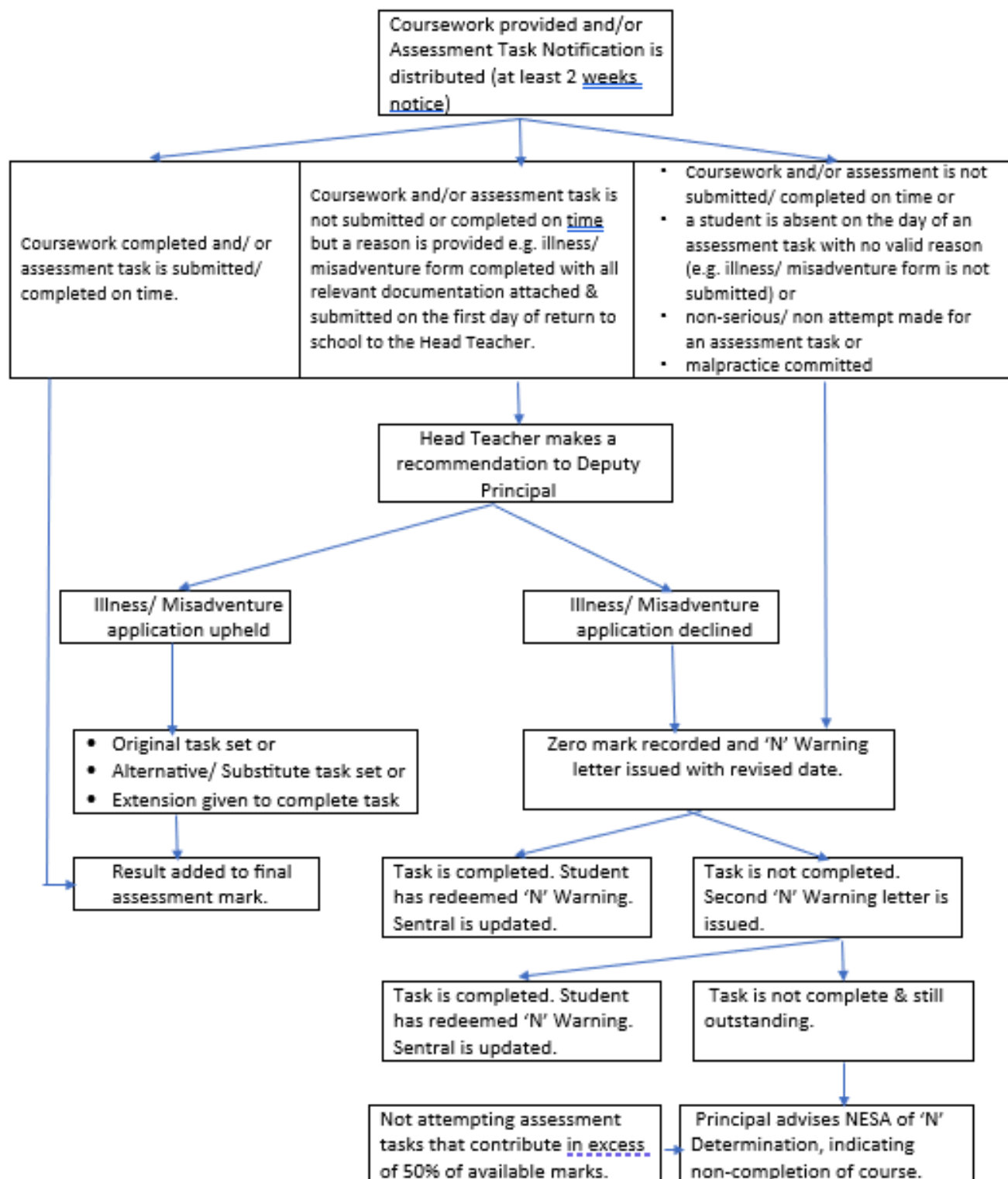
- does not submit/ complete an assessment task or coursework by the due date, without a valid reason e.g. illness/misadventure documentation submitted on the first day they return to school.
- claims the reason of not submitting the assessment task is due to technological failure, and is unable to submit any draft work on the date the task is due.
- is absent for an assessment task, without valid illness/misadventure documentation submitted on the first day they return to school.
- is found to have engaged in malpractice, for all or part of a task.
- does not make a serious attempt to complete an assessment task.

If a student is awarded a zero mark, parents will be informed in writing through the Official 'N' Warning Letter. This letter will provide details of the non-completion of the task and will also provide a new date for the submission/completion of the task. The zero mark will apply to the calculation for this task and may impact the final RoSA mark for the course. If a zero mark is awarded, the task must still be completed to fulfill course requirements. A student may redeem an assessment task by completing it by the date specified in the letter. Once the task is redeemed the 'N' determination warning is no longer valid.

The 'N' determination process is shown on the following page.



'N' Determination Process



Appeals against 'N' Determinations

Principals may determine that a student has not applied themselves with diligence and sustained effort to the set tasks and experiences provided by the course in the school. The Principal will make an N Determination for that course. A student may appeal against the N Determination to the Principal. It is the student's responsibility to prove to the Principal that they have satisfied course requirements.

Implications of 'N' Determination

Where a student receives a non-completion determination in a course, that course will not appear on the student's Record of Student Achievement. In some cases, this will mean that the student will not meet the pattern of study requirements and hence will be ineligible for the award of the Record of Student Achievement in that year.

If the 'N' determination or NESAs withholding of the course results in a student not satisfactorily completing the required pattern of study, the student may complete the pattern by either repeating that course or by undertaking one or more other courses within the five-year accumulation period.