

## SENIOR SCHOOL ASSESSMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Newcomb Secondary College (03-5248-1400), or visit the DET Website  
<https://www.education.vic.gov.au/Pages/translation.aspx>

### IMPLEMENTATION

All SACs, SATs, or VCE-VM competencies must be assessed according to the requirements of the VCAA, Newcomb Secondary College assessment and reporting expectations, and subject specific Study Designs. At Newcomb Secondary College, we aim for all assessments to be:

- 1) Safe
- 2) Authenticatable
- 3) Equitable
- 4) Accessible

The following recommendations will help maintain these standards for assessments, but are not extensive. Please seek the Senior School Leader for additional advice if required.

- Students should be observed throughout the assessment.
- No phones or other digital devices including headphones should be present in the assessment unless they are part of the assessment's design.
- If students undertake any part of the assessment unsupervised they should complete an authentication record.
- Students are expected to complete the assessment at the time it is scheduled.
- Students who miss an assessment or fail an assessment can be booked into a redemption session (after school Thursdays).

When recording and reporting on assessments, please follow the below advice.

- Where multiple classes of the same subject are being assessed, moderation of results is essential. Collaborative moderation is encouraged in all subjects, even when only one class exists.
- Feedback must be provided to students following the schools current feedback policies.
- Results should be recorded and records should be kept (indefinitely if possible).
- Assessed work should be maintained by the teacher until the end of the year.
- Work which cannot be authenticated should first be discussed with the individual student. If the outcome of this discussion leaves the authenticity of the work in doubt, seek out the Senior School Leader to commence a formal authentication process.

Policy last reviewed	2025
Approved by	Principal
Next scheduled review date	2026