



Assessment Policy

Stage 4

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 **penalty is incurred** 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 submitted late will incur a **penalty**. One day late = minus 10% of the total mark; Two days late = minus 20% of total mark and so on; up to a maximum of 50%. Note - Work not submitted over weekends will incur 10% penalty per day. 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, a written statement from the student's parent/guardian explaining the absence and/or a doctor's certificate must 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 late penalty will incur.

- 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

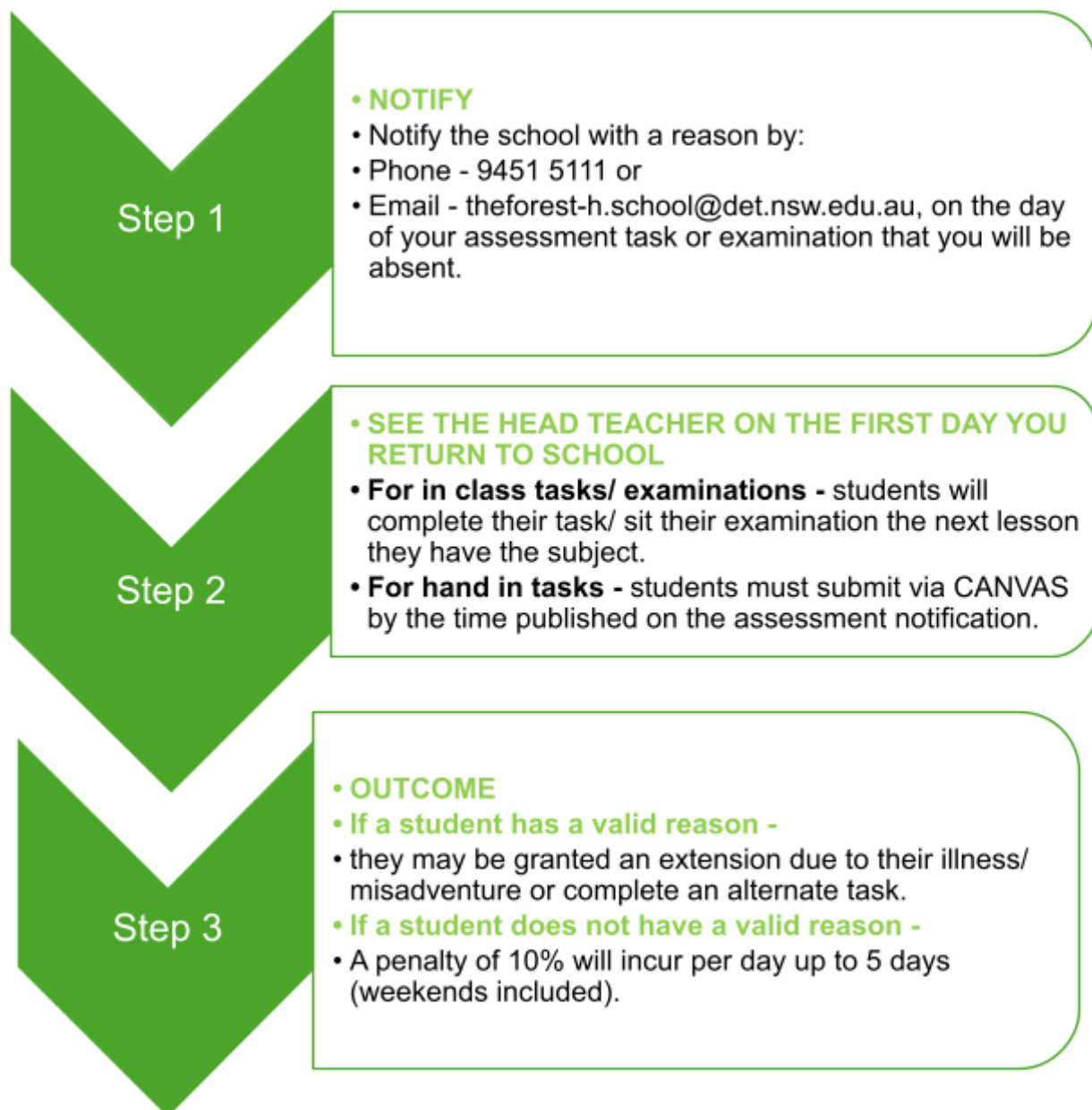
A List of Head Teachers and Where to Find Them

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 or misadventure:



MALPRACTICE

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

Malpractice in any form is unacceptable. NESA has clarified the different types of malpractice including misrepresentation, plagiarism, collusion (i.e. unauthorised use of artificial intelligence technologies), and breach of assessment conditions. For a definition of these types of malpractice see the following link: <https://curriculum.nsw.edu.au/ace-rules/ace10/malpractice>

Students are required to submit their own work and not the work of others. Unethical conduct in an assessment task will result in 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 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 page 6. 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.

ASSESSMENT MARKS

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 prepared based on the assessment tasks completed since their arrival. If insufficient assessment results are available, the student's previous school may be contacted for information regarding the student's performance relative to the Common Grade Scale.

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.



Procedures for Suspected Malpractice in Assessments

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 assessments is determined, the student will redo the task under examination conditions.

