

ESPERANCE SENIOR HIGH SCHOOL

UPPER SCHOOL ASSESSMENT POLICY

1. General Information

The Western Australian Certificate of Education (Certificate of Secondary Graduation)

Students will be awarded a Western Australian Certificate of Education (WACE) if they meet the following requirements:

General requirements

Students must:

- demonstrate a minimum standard of literacy and numeracy (pass OLNA)
- complete a minimum of 20 units or equivalents as described below
- complete at least four Year 12 ATAR courses (excluding unacceptable combinations) or complete a Certificate II (or higher) VET qualification.

Breadth and depth

Students must:

- complete a minimum of 20 units or the equivalent. This requirement must include at least:
 - a minimum of ten Year 12 units, or the equivalent
 - two completed Year 11 units from an English course and one pair of completed Year 12 units from an English course
 - one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

Achievement standard

Students must achieve a minimum of 14 C grades (or equivalents, see below) in Year 11 and Year 12 units, including at least six C grades in Year 12 units (or equivalents).

Unit equivalence

Unit equivalence can be obtained through VET qualifications and/or endorsed programs. The maximum unit equivalence available through these programs is eight units – four Year 11 units and four Year 12 units. Students may obtain unit equivalence as follows:

- up to eight unit equivalents through completion of VET qualifications, or
- up to four unit equivalents through completion of endorsed programs, or
- up to eight unit equivalents through a combination of VET qualifications and endorsed programs, but with endorsed programs contributing no more than four unit equivalents.

For VET qualifications:

- a Certificate I is equivalent to two Year 11 units
- a Certificate II is equivalent to two Year 11 and two Year 12 units
- a Certificate III or higher is equivalent to two Year 11 and four Year 12 units
- a partially completed Certificate III or higher is equivalent to two Year 11 and two Year 12 units (credit only allocated if the criteria for partial completion is met).

1.3 Examinations

In 2019, ATAR course examinations will be conducted for all Year 12 ATAR courses. Year 12 students who are enrolled in Units 3 and 4 (or the equivalent year-long course) of an ATAR subject are required to sit the ATAR course examination. There are both written and practical examinations for some ATAR courses.

If students who are required to sit an ATAR course examination do not make a genuine attempt in the course examination they will not have a course mark or grade recorded in their Western Australian Statement of Student Achievement (WASSA) and nor will they receive an ATAR course report.

1.4 University Entrance

Entrance to university courses is often based on the Australian Tertiary Admissions Rank (ATAR). A student's ATAR is derived from their Tertiary Entrance Aggregate (TEA). The TEA comes from the aggregate of a student's best four final scaled marks. The final scaled mark for a subject will be based 50% on their school based assessments in year 12 courses and 50% on their performance in the end of year (WACE) exam for that subject. Students must also achieve English competency, and in some instances they may need to have passed pre-requisite subjects. Universities may offer alternative pathways for students who just fail to meet these requirements.

2. Assessment Policy

This assessment policy has been developed in order to:

- provide fair and equitable processes and procedures for all students
- encourage each student to take a responsible part in their own learning.

Teachers of each course unit or subject will provide students with a detailed Assessment Outline, detailing assessment tasks, the relative weighting of each task and due dates.

2.1 Completion of Assessment Tasks

To demonstrate their achievement of the unit or subject outcomes, it is each student's responsibility to complete every assessment task on the Assessment Outline by the due date.

Submission dates for assessment tasks appear on the student's Assessment Outline and will be clearly communicated by the teacher at the commencement of each assessment task.

For VET students, and some General and Foundation Courses, in cases where work is not completed by the due date, teachers may make a judgement based on the evidence that is available. This judgement would require that the student had made satisfactory progress towards the completion of the task and/or that there were extenuating circumstances for the partial completion of the work.

2.1.1 Absence from a specifically scheduled assessment task such as a test, in-class assessment, oral presentation or an examination, must be explained with a medical certificate or equivalent. A phone call from a parent or guardian must be substantiated by a written explanation. Unexplained or unacceptable absences will be considered as work not submitted by the due date. Consequences (see 2.4) will apply and the student will be required to complete the assessment task at the first available opportunity. Students will not be provided with additional or alternative assessment tasks except in exceptional and justifiable circumstances. This will be at the discretion of the teacher and Head of Department.

2.1.2 Holidays

Where students/families choose to go on holidays during term time they must understand that due dates and consequences for late work will still apply. It is the student's responsibility to organise work *before* their leave of absence. Assessment tasks can be mailed, faxed or emailed to the school. Extensions will only be granted where agreement has been reached with the teacher and Head of Department *prior* to the student's leave of absence.

2.1.3 Extensions for assessments must be applied for at least two days BEFORE the due date. Extensions will only be granted in exceptional and / or justifiable circumstances and at the discretion of the teacher and Head of Department or Teacher in Charge.

2.2 Awarding of grades

At the end of a unit, a grade A, B, C, D or E will be awarded. A grade of U (unfinished/requires more time to complete unit) will only be awarded when the reason for incomplete work is acceptable to the school (e.g. illness). A grade of U can not be credited towards secondary graduation.

2.3 Standardisation of marks

Year 12 (ATAR) student school marks are subject to the School Curriculum and Standards Authority's (SCSA's) statistical processes. To minimise the possible negative effects of this process, Learning Areas may complete an internal (school based) standardisation process. The cohort's course mark may be adjusted to reflect the group's anticipated performance in the final school exam.

2.4 Consequences of failing to submit assessment tasks on or before the due date

2.4.1 Applicable to students who will sit an external exam in their final year

It is the student's responsibility to submit all tasks on the assessment outline by the given due date. A penalty of 10% per day for a period of three days (20% per weekend) will be deducted from work submitted after the due date. The following formula will be applied to late work:

One day late = student result x 0.9, two days late = result x 0.8, three days late = result x 0.7.

After a period of three days, the mark recorded will be zero.

Students should note that work faxed or emailed to the school will be deemed to have been submitted at the time it was received by the school's fax/email system. When assessment tasks are not submitted by the due date, parents will be informed.

2.4.2 Applicable to students who will not sit an external exam in their final year

It is the student's responsibility to submit all tasks on the Assessment Outline by the given due date. In general, a penalty of 5% per day (10% per weekend) will be deducted from work submitted after the due date to a maximum of seven (7) days, however students need to refer to individual Learning Area policies, which will clearly outline consequences for late work. This will be communicated to students at the beginning of the unit or subject. Students should note that work faxed or emailed to the school will be deemed to be submitted at the time it was received by the school's fax/email system. When assessment tasks are not submitted by the due date, parents will be informed.

2.5 Plagiarism and Collusion

Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, work is essentially copied from other students, books or other sources (e.g. the Internet). **Collusion** is when a student assists another student to submit work (for assessment), that is not their own work.

A plagiarised assignment is both invalid (i.e. has no value as a demonstration of a student's ability) and dishonest (passing someone else's work off as your own). Students may not be awarded any marks for such work. Students caught cheating in assessed work or in examinations will not have that work accepted as valid evidence of their achievement.

If work that is not the original product of that student is submitted for assessment, it will not be accepted as valid evidence of achievement. If any of the above occurs, parents will be informed and further action may be taken through the school's normal discipline channels.

2.6 VET certificates and endorsed programs

Students completing VET certificates should refer to the Australian Quality Training Framework (AQTF) or comply with Assessment Guidelines for particular programs.

3. Student files

Each student's file should contain:

- All **course documentation**: syllabus, course/assessment outline, and policy documentation.
- All **class work**, including notes, planning and drafts.
- All **assessment items**, including tests and exams.
- All **assessment task sheets and feedback sheets**.

It is essential that all assessments be kept in files or portfolios, which must be kept tidy and up to date. Files may be required for moderation purposes, and must be made available on request.

PLEASE NOTE: Files may be collected at any time during the year for moderation purposes. This may be either for internal school based or SCSA initiated moderation.



ESPERANCE SENIOR HIGH SCHOOL

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Dear Parent/Carer,

Please indicate below, by printing your name and then signing, that you have read and are therefore aware of the details within the Upper School Assessment Policy for 2019. The student then needs to sign and return this slip to the year 11 Coordinator's office ASAP.

Parent name: _____ Parent signature: _____

Student name: _____ Student signature: _____

Peter Turner
Year 11 Coordinator

February 18th, 2019