



Junior Assessment Policy Years 7 to 9

Belmont High School supports and implements the NSW Public Schools' [School Excellence Framework](#) and the [Curriculum planning and programming, assessing and reporting to parents K-12](#) policy.
Implemented February 2022.

Assessment is the broad name for collecting and evaluating evidence of a student's learning. In New South Wales, a standards-referenced approach is used to assess and report on student achievement. This approach uses syllabus outcomes as key reference points to make decisions about a student's progress and achievement. An A to E grade scale is used to describe how well students have achieved.

Course work and Assessment Schedules

At the beginning of each year, or semester, each subject will publish an assessment schedule on CANVAS. It is a student's responsibility to check their assessment schedule. The schedule will contain:

- The components of each course and their respective weightings
- The weighting of each task in relation to the total requirements for the course
- The term and week it will be assessed
- The nature of each assessment task e.g., written task, oral task, practical task

Notification of Assessment Tasks

- Students will be notified of an upcoming assessment task via an Assessment Task Notification published on Canvas. This will be provided at least two (2) weeks prior to the due date unless due to exceptional circumstances. Students will acknowledge receipt of the Assessment Task notification via a Canvas quiz.
- Students and parents may request a paper copy of the assessment task notification from their teacher if required.
- The Assessment Task Notification will contain:
 - The name and number of the task
 - The week the task is distributed
 - The week & date the task is to be submitted
 - The nature of the task
 - The time allowed for the task
 - The outcomes addressed by the task
 - The marking criteria used for the task
- If a student is absent on the day an Assessment Task Notification is issued it is their responsibility to check on CANVAS and to ask the teacher if assessment information has been given out immediately on return to school. No extra time will be given to students for a task because they did not acknowledge receipt of the task via Canvas when it was issued unless there are exceptional circumstances.

Submission of Assessment Tasks

- Tasks must be uploaded to CANVAS or submitted to the classroom teacher on the due date, unless otherwise indicated on the Assessment Task Notification.
- If the task is unable to be uploaded to CANVAS and the teacher is absent or unavailable then the task must be submitted to the relevant Head Teacher, or in cases where that is not possible, to the Deputy Principal.
- If a student is absent for an in-school task they must be prepared to complete it on the day they return to school or at a time negotiated with the class teacher.

Late Submission or Non-Submission of an Assessment Task

- Assessment tasks must be completed and submitted before or on the due date.
- Tasks not submitted by the due date must still be completed. When submitted, an Illness/Misadventure Appeal Form, or a written explanation, should be attached.
- If there is not a reasonable written explanation supported by the Head Teacher then the task will be considered as a 'late submission'.
- A **late submission** will receive a deduction of **10%** of marks, or similar grading, will be taken from the overall mark/grade awarded for **each day** after the due date. Submission of a task after 10 days (weekend counts as one day) will result in a zero (0) mark being awarded.
- Where a zero (0) mark is being awarded an Academic Concern letter is to be issued by the classroom teacher or nominated person.
- Tasks submitted late will be marked and will receive feedback from the teacher.
- Students are required to make a genuine attempt at all assessment tasks and complete them on time.
- An Academic Concern letter may also be issued if the teacher has serious concerns about a student's academic progress and / or attitude.
- For Year 9 elective courses (100 hour) – a 'N' Warning letter will be issued for non-submission of an assessment task or if a teacher has serious concerns about a student's academic progress in the course.

a) **Note of Reasonable Explanation to the Teacher** may include:

- Illness or accident such as sickness or physical injury suffered directly by the student that allegedly affected the student's performance in the assessment task or the student's ability to complete the task.
- Misadventure such as any event or happening beyond the student's control, which allegedly affected the student's performance in the assessment task or the student's ability to complete the task e.g. death or serious illness of a family member, flood, fire or accident. (Social functions and holidays are not acceptable reasons).
- **Failure to submit a written explanation and / or phone call to the teacher from the parent / caregiver with a valid reason will result in a deduction of marks/grades being enforced.**
- **Technological failure** (e.g. computer or printer problems), **is not an acceptable reason** for late or non-submission of a task. Students are strongly advised to save their work as they develop their task, backup their work to an additional storage device, or print draft copies prior to submission to avoid technological failure.

Matters avoidable by the student (e.g. misreading a timetable, not understanding a task) are **not** acceptable reasons for late or non-submission of a task.

b) **Illness during the sitting of a Task**

- If a student becomes ill during the sitting of a task, **the teacher should be informed immediately**. The teacher will note this on the student's paper.

c) **Excursions and / or representing the school when a task is due**

- If a student is participating in an excursion or representing the school on the day an assessment task is due, then the task should be submitted before the planned activity. If the task is a test on the day of the excursion or representation, then alternate arrangements should be made with the teacher prior to the excursion / representation.

Rules for In School Assessment Tasks

- Arrive on time.
- Only have the necessary pens, pencils, ruler on desk – no pencil cases are permitted.
- All electronic devices must be switched off and in school bags (including electronic watches).
- Place bags at the front of the classroom.
- Follow teacher instructions and day to day school rules.
- Exam conditions will apply for all in class tests or assessments.
- Seating placement will be at the discretion of the teacher.
- Sit quietly and don't disturb other students.
- Only begin writing when instructed.
- Students must make a serious attempt at all questions.
- Students needing to ask a question must raise their hand and WAIT for the teacher to attend to them.
- Once a student has finished the test / task, they must remain seated and quiet till all students have finished the task.

Students who do not adhere to these requirements or who disrupt the task by arguing with the teacher about the requirements will be awarded a zero (0). The student may complete the task and will receive written feedback and the mark they would have been awarded if they had completed the task under the correct exam conditions.

Malpractice, Plagiarism, Cheating and Academic Misconduct

Work submitted for assessment tasks must be the student's own work. Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

- Copying someone else's work and presenting it as their own.
- Plagiarism or using material directly from books, journals, CDs or the internet without reference to the source.
- Buying, borrowing or stealing another person's work and presenting it as their own.
- Submitting work to which another person such as a parent, coach or subject expert has contributed substantially.
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgment.
- Paying someone to write or prepare material.
- Breaching school examination rules e.g. communicating with other students during an examination.
- Assisting another student to engage in malpractice.
- Offering false documentation or explanations in support of an appeal/non-serious attempt in an exam or assessment task.
- Submitting work that contains offensive, vulgar or inappropriate material.
- Refusing to attempt a task or submitting a non-serious attempt.
- Truanting on the day / period a task is due

Malpractice may render a task a zero (0) mark, or N grade.

Special Provisions

In some circumstances students may receive Special Provisions at the discretion of the Learning and Wellbeing Team. Special Provisions may include:

- Additional time to complete the test / task
- Separate supervision during the in-school task or test
- Different coloured paper
- Different sized paper and / or font
- Reader and / or writer

GP or Specialist documentation must be provided to the Learning and Wellbeing team and meet Department of Education and NESA requirements to qualify for Special Provisions. Documentation must be current and should be provided to the Head Teacher Learning and Wellbeing at the start of each year or when a student receives updated documentation from the GP or Specialist.

Students who are approved for Special Provisions are required to notify the Learning and Wellbeing team at least one week prior to the due date to ensure the appropriate Special Provisions are provided.

How to Reference Sources

Students are expected to adhere to any referencing requirements specified on the formal assessment task notification.

Illness/Misadventure Appeal Forms

Can be accessed on the school website, Canvas or from the school library.