Assessment and Reporting Policy

Definition:
• Assessment is the process of identifying, interpreting, analysing and informing student’s learning.
• Reporting is the formal feedback given to students and parents of the progress achieved by the student.

Rationale:
• Assessment is integral to the teaching and learning program as it provides parents, teachers and students with valuable information about students’ acquisition of course and content skills. Assessment takes on extra significance in senior secondary as it facilitates the principles of learning, assessment and reporting that are commensurate with the Northern Territory Certificate of Education (NTCET), the Australian Curriculum Assessment Reporting Authority (ACARA), and the Australian Tertiary Admissions Ranking (ATAR).

Aims:
• To clearly articulate assessment requirements at beginning of each unit of work.
• To recognise individual differences in students through the use of a range of measures for assessment.
• To have clear procedures and deadlines for submission of work and known consequences for failure to submit on time.
• To develop clear and informative reporting feedback to students and parents during and at the end of a Semester’s work.
• That assessment of students ensures justice, equity and inclusivity for all.
• To comply with the requirements of assessment of ACARA, NTCET and SACE.

Implementation:
• Processes and practices of assessment for a unit of study will be transparent and clearly conveyed to the students well ahead of time.
• Teachers will examine drafts (no more than 3) according to guidelines set by ACARA, DoE and SACE.
• Processes will exist to ensure that work submitted for assessment is based upon the integrity of the student’s work.
• Assessment plans will indicate whether the assessment is formative or summative. These plans will incorporate a variety of assessment techniques to allow students to demonstrate their effective and affective acquisition of course content.
• Common assessment tasks will be conducted across year levels for the various key learning areas.
• Feedback on assessment work will be provided in a timely manner to assist student progress.
• Examination requirements and standards will be congruent with the abovementioned education authorities.
• Students will be given prior warning for penalties relating to late submission, non-submission, non-completion of work, cheating, collusion or plagiarism.
• Students will be given opportunity for an assessment review if they have a grievance relating to an assessment (c.f. Complaints & Grievances Policy).
• Reporting will be carried out on a regular basis to inform both students and parents about progress. Progressive reporting will be updated on the College’s learning platform (Edmodo).
• Formal reporting standards and requirements will be set by the College Executive, overseen by the Director of Pedagogy and Curriculum. Opportunities for parent/student/teacher interviews will be catered for in the school’s calendar.
• Students who are adversely affected by illness, injury, misadventure or interrupted schooling will be eligible to access fair and reasonable assessment. This assessment shall comply with State and Territory Regulatory authorities such as DoE, SACE, where appropriate. Evidence of adversity must be provided. An extension to deadlines can be one form of special consideration.

Evaluation:

This policy was ratified by the College Executive and School Board in... October 2016
This policy is due for review in... October 2019
College Rules Regarding Assessment

College rules regarding Assessment & Deadlines, including extension to deadlines, absences from tests/examinations

SACE, the ACARA and the DoE have specific guidelines regarding assessment and deadlines. The following rules, which apply to all O’Loughlin Catholic College students, are derived from these accrediting bodies.

Work Deadlines and Late Submission of Work

It is important to note that this policy relates to all items for summative assessment. Each assessment item must state the due date. It is also important to note that when these activities are scheduled for completion over a long period of time, it is assumed that the teacher will provide checkpoints to monitor progress and hence avoid a deadline problem.

All Students are required to meet deadlines. All staff follow a stringent process on late submission of work.

Every student has the right to negotiate a new date for acceptable reasons (e.g. illness, injury, car accident, death in the family) before the assessment item is due (c.f. Request for Special Consideration Form). If a student is unable to meet a deadline, and has a legitimate reason, he/she may negotiate an extension. Negotiation cannot occur in the last 24 hours before an assessment item is due. It must take place at least one day before the deadline. There is an expectation, except in the case of prolonged absence due to illness, that the student will furnish evidence of work having been started for the set task before an extension is granted. Students who miss a test because of a legitimate absence must negotiate a new time as soon as they return to school.

For extended sporting or cultural trips, it is the student’s responsibility to negotiate, in advance, alternative arrangements for both class work and assessment.

Teachers, when re-negotiating deadlines, will recognise the value of extra-curricular activities to student development and self-esteem.

In Years 7 - 12 if a student does not hand in an assessment item on time, the following steps are to be taken in the following order:

1. The student is expected to bring the finished work to the College the next day with a doctor’s certificate or a letter from the parent/guardian explaining the nature of the special circumstance that prevented the student from submitting an assessment item on time.
2. Student fails to hand in the assessment item the next day, parents are notified by phone or email advising them of the student’s failure to finish the work on time.
3. The student is required to finish the work during their lunchtime(s) with their subject teacher and/or Head of Faculty.
4. The student fails to complete the assessment item in the lunchtime detention, an Academic Detention slip is sent home to the parent/guardian advising them of the day the student will attend Academic Detention. (Academic Detention slip is completed by the appropriate Head of Faculty who will liaise with the appropriate Team Leader before Academic Detention slip is sent home)
5. The student is required to complete the assessment item in academic detention time. At the end of the Academic Detention the assessment item is handed in to the teacher in charge who distributes it to the relevant teacher. Work submitted via this process will be assessed and graded.
6. Student pattern of Failure to Submit Work and attendance at Academic Detention is monitored by appropriate Head of Faculty and Team Leader. When 3 academic detentions have been issued the relevant Team Leader will inform the PC teacher, who is to contact the parents.

Students enrolled in Stage 1 or Stage 2 subjects who fail to meet established and/or renegotiated deadlines will be given a “non-submit” for any item not submitted.

Late assignments not accompanied by the appropriate paperwork in Years 10 – 12 receives no grade and therefore no credit.
O’LOUGHLIN CATHOLIC COLLEGE

REQUEST FOR SPECIAL CONSIDERATION

How to use this form:
1. The student completes, signs and dates the form
2. The student obtains a parent signature
3. The student presents the form to the class teacher/s
4. The class teacher/s completes and returns form to the Head of School

Student’s Name: ____________________________________ Homeroom: ____________

I am seeking special consideration for:
• An extension of time for an assignment
• An assessment item which I have missed
• An assessment item which is scheduled in the future
• Other (specify) ____________________________________________
  ____________________________________________

• I have been/will be absent from _____ / _____ / ______ to _____ / _____ / ______

The reason for special consideration is:
• Illness (attach a doctor’s certificate)
• Compassionate Grounds (attach a letter from Parent/Guardian)
• Other (specify and attach supporting documentation)
  ____________________________________________

<table>
<thead>
<tr>
<th>Assessment Item(s) Affected</th>
<th>Assessment Date</th>
<th>Teacher</th>
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How will/(has) your situation affect/(ed) your school work and/or assessment?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student Signature: _____________ Parent Signature: _____________ Date: ____________

ADMINISTRATION ACTION: __________________________________________________________
________________________________________________________________________________

ADMINISTRATOR SIGNATURE: ____________________________ DATE: __/__/______
**Information from Subject Teacher**

The information on this page is for internal administrative use **ONLY**

<table>
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<tr>
<th>Teacher: ..................................</th>
<th>Year Level: ......</th>
<th>Subject: ..................................</th>
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Please provide any information which you consider may be relevant to this request:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please recommend alternative conditions under which you would be able to assess this student’s performance in this assessment item **without disadvantaging other students**:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

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________________________________________________________________________