

ASC International / ASC Language School – Assessment Policy



Part of The Anglican Schools Commission (Inc.)

1. Rationale

Assessment is the process of identifying, gathering and interpreting information about the progress in the student's learning in order to make judgements about the student's learning in relation to their articulation goals.

2. Procedures

A course outline (including task deadlines) and an assessment schedule must be provided to students at the commencement of the learning program.

2.1 Staff responsibilities

It is the responsibility of teachers to:

- Provide all students with a course outline and an assessment schedule at the commencement of the subject;
- Explain to students what constitutes "satisfactory progress" in the subject/course;
- Ensure that assessments are fair, valid and reliable;
- Maintain accurate records of students' assessment marks and their areas of weakness or lack of understanding;
- Meet School, and external, time-frames for assessment feedback and reporting;
- Regularly inform students and parents of academic progress or lack of it; and
- Provide intervention strategies where necessary to avoid non-satisfactory progress by any student.

2.2 Student responsibilities

It is each student's responsibility to:

- Complete the prescribed work requirements in each course by the due date;
- Maintain a folio of evidence for each course studied and to make it available whenever it is required;
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment before the due date of submission where possible;
- Maintain a good record of attendance, conduct and progress (a student who is absent for five periods/ days or more is deemed to be at risk); and
- Complete all assessment tasks described in the assessment schedule.

3. Absence from Class/Missed Assessments

3.1 General

If a student is absent from class, their ability to achieve to their potential is immediately diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a course. **Potential achievement cannot be considered.**

3.2 Specially Scheduled Assessment Tasks

Absence from a specially scheduled assessment task (including tests and examinations) can only be explained by a medical certificate. A letter or telephone call from parent *may* be acceptable **in exceptional circumstances only.**

Where possible, satisfactory explanation of the absence will enable the student to complete that assessment task, or a similar task, and gain credit. Where possible, advance notification of absence is required. In cases where a student is unable to attend school to complete a specially scheduled assessment task, and where appropriate supervision can be provided and assured, the student **may** be given permission to complete that task in an alternative venue. In this case, ***the student will be expected to sit the assessment at the earliest possible opportunity***, but a mark will not be allocated until a note/medical certificate is presented.

In cases where there is **no satisfactory explanation** of an absence from a specially scheduled assessment task, the student will receive a 20% deduction for the assessment having taken the assessment later than the other students, immediately upon their return to school. The student and parent/guardian will be informed, and the school will use its discretion in determining the appropriate strategy to address the issue.

3.3 Prolonged Absence

Where a student is unable to attend school for a lengthy period due to injury or illness, the School will do its best to provide support to the student's learning program.

4. Penalties for Non-Submission/Non-Completion of Assessments

3.1 General

It is a student's responsibility to submit/undertake set assessments by the published deadline. A course overview, including deadlines for submission of evidence, is provided to each student at the commencement of the course. Due dates are clearly outlined and strictly implemented. If an adjustment to a deadline is necessary, it will be made in close consultation with all students and clearly publicised.

The student's parents/carers, teacher, the Academic Coordinator and the International Director will be notified in each case where work is late or a student does not submit an assessment on the specified date, thereby establishing concern for the student's progress.

A grade will be awarded according to a combination of class work and examination/test marks.

Marks will be allocated to a piece of work according to the Grade Descriptors defined by the School or a similar assessment rubric, where available.

3.2 Extensions

Extensions may be granted at the discretion of a teacher in cases of illness or significant personal problems. If a student does not apply for, or receive, an extension then the consequences will be the same as for missed work when there is no satisfactory explanation of an absence.

3.3 Non-Completion/ Submission Consequences

Where a student repeatedly fails to submit/attend assessments on/by the specified date and/or time, more severe consequences will apply. These will be determined on a case by case basis by the Academic Coordinator in consultation with the teacher.

5. Cheating, Collusion and Plagiarism

Students who are found to have cheated, colluded or plagiarized any assessed work, including examinations, will not have that work accepted as valid evidence of their achievement and will receive 0%. At the discretion of the Academic Coordinator, in consultation with the teacher, an alternate assessment **may** be given within a limited time frame which the student will complete under supervision outside school hours (*e.g. at after-school study session*).

[Collusion is when a student submits work for assessment that is not his or her own (with or without the knowledge of the person(s) from whom they have copied). Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so (*work that is essentially copied*)].

6. Examinations/ Tests

Students must attend all scheduled examinations. In exceptional circumstances, special alternative arrangements may be negotiated through the Principal prior to the examination date. Participating in a family holiday is not considered to be an exceptional circumstance.

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringement will result in an appropriate penalty.

7. Students Requiring Special Consideration

The School will ensure that students with special educational needs are catered for in an appropriate way and in accordance with guidelines. Cases requiring special consideration need to be coordinated through the school Academic Coordinator, the Director, International Programs.

8. Additional Opportunity to Complete a Task

Wherever possible, students will be given the opportunity to show growth in their achievement throughout a calendar year through the completion of similar assessment tasks set for the subsequent course (*i.e. acceleration of study program*). The student must apply for this consideration through the Academic Coordinator.

9. Feedback and Reporting

Students will be kept informed of their progress throughout their studies. Teachers will assess completed tasks and provide feedback to the student within a reasonable time-frame (usually within one to two weeks, unless special circumstances apply).

Parents will be informed about a student's progress regularly throughout the academic year through communication with the subject teachers, written reports, scheduled Parent-Teacher Interviews, and via Welfare and Progress Reporting.

Students and parents/carers will be informed when a student is identified as being at risk of:

- not achieving their potential;
- possibly not achieving a passing grade; and/or
- not completing the course requirements.

Students, who are so identified, will be advised on intervention strategies via the Intervention Notification Report, that will assist them in minimizing, or eliminating, their risk of non-achievement.

Unsatisfactory course progress can be reported in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider, or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
- the overseas student has chosen not to access the external complaints and appeals process, or
- the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.