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**Belmore Boys High School**  
**Assessment & Exam Policy**  
**Stage 5**



## **ASSESSMENT & EXAMINATION POLICY**

### **1. WHAT IS ASSESSMENT?**

It is an attempt to measure achievement over a period of time. Achievement can be measured through examinations, practical tests, fieldwork, assignments, classroom presentations and in other ways.

### **2. WHAT IS THE PURPOSE OF ASSESSMENT?**

The final assessment mark is based on a number of tasks over an extended period of time. It therefore allows for the measurement of a wider range of each student's abilities than can be measured in examination.

### **3. WHAT USE IS MADE OF THE ASSESSMENT?**

All assessment task marks form part of the semesters overall grading system which contributes to their report mark.

### **4. WHAT IS THE SCHOOL'S RESPONSIBILITY?**

The school is required to develop an assessment program for each course. This program must:

- identify the assessment tasks which will be used.
- provide an indication of when the various assessment tasks will take place including adequate notice of the timing using the standard school coversheet.
- specify the mark value of each task in relation to the total number of marks for the course
- explain the nature of each assessment task (assignment, test etc)
- an emailed copy of notification will be sent as a class email and class teachers will cc to Head Teachers

### **5. WHEN WILL ASSESSMENT COMMENCE?**

This policy covers the School Certificate Course which occurs over two years of the Stage 5 course. Tasks, which contribute towards the final SC assessment mark, will commence following the completion of the year nine course. Assessment in different courses will start at times as stated in each individual course assessment program as per each Faculty. Students who do not follow the 2 year course may be given an "N" award and not be eligible for the SC.

### **6. HOW WILL ASSESSMENT TASKS BE DISTRIBUTED?**

Students will be given their assessment tasks with a minimum of 2 weeks notice by their classroom teacher. The school will make every effort not to overburden students. Students must plan their preparation for assessment to avoid placing pressure on themselves. Assessment tasks will usually not be scheduled in the week before examination

## **7. HOW IMPORTANT IS EACH TASK?**

The weighting (importance) of each task will be specified in the assessment program for each course. Some tasks will be worth as little as 5% while others may be worth as much as 40% or more of the final mark. The School Certificate (SC) requires a school mark which will form part of the student's results.

## **8. HOW IMPORTANT ARE TASKS THAT ARE NOT PART OF THE ASSESSMENT?**

Throughout each course teachers will require assignments, tests, essays and other work to be completed. This work is given as part of the course and contributes to students SC grading. All work, whether part of their assessment or not, is to be completed. Failure to submit all work can lead to ineligibility for their School Certificate.

## **9. WHAT HAPPENS IF A STUDENT IS SICK OR OTHERWISE UNABLE TO ATTEMPT AN ASSESSMENT TASK?**

Every effort must be made to attempt each task. If a student knows in advance that they will be unable to complete an assessment task, they should consult their class teacher who will inform the Head Teacher. A written explanation must be provided for any failure to complete an assessment task. A doctor's certificate must be provided for any absence due to illness. **Both certificate and written explanation must be presented to the Head Teacher IMMEDIATELY the student returns to school. The Head Teacher will decide if the explanation is satisfactory.** A doctor's certificate alone is not sufficient. Written evidence from a parent or guardian **MUST** accompany any such certificate. If it is satisfactory the same or an alternative task may be given. If this is not practicable, an estimate will be given.

The Head Teacher may decide that the reason is unsatisfactory and that a Zero mark be recorded for the task. If a student disagrees with the decision the student may write an appeal, which is to be given to the Principal within 24 hours of being notified of the Head Teacher's decision. The Principal will form a committee consisting of himself, the relevant Head Teacher and the Principal. The decision of this committee is final.

## **10. WHAT HAPPENS IF A STUDENT IS UNABLE TO FINISH A TASK ON TIME OR IS ABSENT ON THE DUE DATE?**

If a student is absent when a task is due, they must follow the same procedure as explained in the last section. If a student is unable to complete a task on time they may ask the Head Teacher for an extension of time at least 2 days prior to the due date, giving adequate written reasons for their request. If the request is rejected the incomplete work should be submitted. If no work is submitted a mark of Zero will be awarded. Failure to complete assessment tasks can result in ineligibility for a SC via an "N" award.

## **11. ABSENCE PRIOR TO THE SUBMISSION OR COMPLETION OF ASSESSMENT TASKS**

Students are not permitted to absent themselves from school in order to prepare for a school-based task, or to complete a hand-in task.

Where students are absent for one or two school days before the submission, or completion, of a task, a medical certificate is to be provided to the Head Teacher of the

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subject concerned, and the Deputy Principal (Curriculum). The certificate must include the nature of the illness and clearly state when the certificate was obtained. Retrospective medical certificates will **NOT** be accepted. Failure to comply with this rule will result in the student receiving a mark of zero (0) for the assessment task.

## **12. MALPRACTICE / NON SERIOUS ATTEMPT**

No mark will be awarded to any student who:

- cheats or attempts to cheat
- assists others to cheat
- submits work that is not their own (plagiarism)
- shares assessment tasks with others
- wilfully disrupts any assessment task
- 
- completes only the multiple choice section of an examination

Students must submit original work and ensure that work has not been plagiarised otherwise students will receive a zero mark.

Any appeal against the decision is to be made in writing to the Deputy Principal (Curriculum). This appeal should be made within 24 hours of the decision. A committee consisting of the relevant Head Teacher, Head Teacher Administration and the Principal will decide the outcome of the appeal.

A non serious attempt at an assessment task could result in a non attempt being recorded for the task. Students who fail to attempt assessment tasks may become ineligible for a SC.

The relevant Head Teacher will maintain the central register of students who fail to attempt an assessment task, apply for an extension of time or who are involved in malpractice or non serious attempts.

## **13. WHAT HAPPENS IF YOU ARE NOT HAPPY WITH YOUR MARK?**

Students may request their teacher to review the marks awarded for any task. If a student is dissatisfied with the outcome of this review they should request that the Head Teacher review the work.

**The decision of the Head Teacher is final.** Work will only be reviewed if a request is made at the time that the work is returned to the student. Work will not be reviewed after a student has taken it from the classroom.

## **14. RECORDING OF MARKS**

Students should keep their own record of the marks received for each assessment task. The class teacher and the faculty will also have a record of the marks awarded on the "S" drive.

**15. HOW WILL STUDENTS BE INFORMED ABOUT THE ASSESSMENT PROGRAM?**

A minimum of **TWO WEEK'S WRITTEN NOTICE** will be given of the exact date & the specific requirements of any task. If a student is absent from school it is their responsibility to find out if any assessment tasks have been notified in their absence by checking their email or asking their class teacher.

Assessments will follow the assessment schedule as set out by each Faculty and any date change must be given at least two weeks in advance of the due date.

**16. WHAT ABOUT STUDENTS WHO ARE ABSENT FOR A LONG TIME?**

It may not be practical to provide alternative assessment tasks for students who are absent for an extended time. The Head Teacher, in consultation with the Principal, may award an estimate for such tasks. Extended absences may cause a student to be ineligible for the SC.

**17. HOW ARE ASSESSMENT TASKS TO BE SUBMITTED?**

Many tasks will be completed in class time. These are to be submitted to the teacher. Tasks completed outside of class time are also to be submitted to the class teacher. If the class teacher is unavailable the task should be submitted to the Head Teacher. It is the responsibility of the student to hand the task directly to the teacher or Head Teacher. In the case of examinations, it is the student's responsibility to hand the examination responses directly to the supervising teacher collecting the papers.

Each Student is to submit their assessment on the due date with the cover sheet supplied by the class teacher filled out accordingly by either electronic or paper as directed. All faculties will use the generic assessment coversheet with information completed as appropriate to the assessment task.

On the day assessments are due, during class teachers will collect assessments and students will sign the assessment register in conjunction with their class teacher. Class teachers will stamp and receipt each submission's cover sheet.

A copy produced by the classroom teacher of this receipt register will be forwarded to Head Teacher Administration. "N" award letters will need to be sent by the HT of their Faculty. This will be acknowledged each Executive meeting after assessments are due to ensure the BOS requirements are met for assessment submission.

If it becomes known that a student has truanted from a lesson or from school in order to complete an assessment task, the student will receive a mark of Zero for that task. If a student is marked absent from school on the day an assessment task is due for submission the student is not permitted to personally submit the task to the teacher on that day.

**18. REPORT OF ASSESSMENTS**

Parent and Teacher evenings occur each term and each semester students will be provided with a school report outlining their progress in the course. Progressively through the course

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each student will receive feedback on his progress from his teachers. Each student is advised to regularly check his individual progress with their class teacher.

## **19. REVIEW OF THE FINAL ASSESSMENT**

It may be possible for students to have an assessment reviewed if the student believes the school did not follow procedures in the assessment program for that subject or did not allocate marks according to the Board's specification for each component.

A school review will be conducted by a committee convened by the Head Teacher Administration.

A student who is dissatisfied with the school's review procedures may appeal to the Board.

## **20. EXAMINATION EXPECTATIONS AND RULES**

A minimum 2-week notice of exams to be given to students. The notification advises the exam dates, times and general rules & requirements. Students must be signed off for receipt to ensure compliance.

Special provisions such as reader/writers or large print papers will be organised for student prior to the placement of exams. The Learning Support Team will notify all staff re special provisions and Head Teachers are responsible for its organisation.

Students are required to stay in the exam room for the 1<sup>st</sup> hour and may leave up until the last 15 minutes of the exam time in accordance with BOS rules. Students are not permitted into the exam room after the 1<sup>st</sup> hour of the exam time in accordance with BOS rules.

Students who violate rules during the exams will have their papers withdrawn & supervising teachers will write on the cover sheet an explanation of infringement. Students will be removed from the exam room and sent to the subject Head Teacher who will award a zero. The student will be sent home with an "N" warning letter advising parents that they are in breach of the BOS rules A, B or C where applicable.

Absent students are required to have a Doctors certificate and give to Faculty Head Teacher the next time at school. If there is no certificate students will be awarded a zero but are still required to sit the exam at the to Faculty Head Teacher's convenience. An "N" warning letter will be sent home advising parents that they are in breach of the BOS rules A, B or C where applicable.

Students who are late to exams are still required to get a late note from the front office. Students not scheduled for exams will be considered present.

Students will avoid participating in school events/excursions/activities that occur during exam periods for their year groups.

BBHS follows the rules and procedures for assessment and exams according to the Board of Studies guidelines which are to be found on their website  
[http://www.boardofstudies.nsw.edu.au/hsc\\_assessment\\_policies/#hsc\\_rules\\_procedures](http://www.boardofstudies.nsw.edu.au/hsc_assessment_policies/#hsc_rules_procedures)

## **A GLOSSARY OF KEY WORDS**

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgment of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically	Add a degree or level of accuracy depth, knowledge and understanding, logic,
(analyse/evaluate)	questioning, reflection and quality to (analysis/evaluation)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole