



# Marsden State High School

## Assessment Policy Overview

### **EXAMINATIONS (ALL YEAR LEVELS)**

1. **Preparation of the examination room** prior to student entry: removal of related materials from the wall and boards, separate desks where necessary, write start and finish times on the board (include perusal time if it is a prescribed test condition), prepare desks with appropriate examination materials if applicable.
2. Students are admitted to the room under **exam conditions**:  
**Staff are to:**
  - Actively supervise and move quietly around the room
  - Ensure that students are on task and focusing on their own work only
  - Only speak to students when they raise their hand to indicate they need assistance**Students CANNOT:**
  - Talk to anyone other than the teacher without the teacher's permission
  - Borrow equipment without the express permission of the teacher
  - Use prohibited material in the exam room
  - Copy information from any source other than those expressly allowed by the teacher
  - Disrupt the exam through audible or visible actions, including tapping of pencils/pens, rustling of papers, or any other persistent action which draws the attention of the teacher.**Students WILL:**
  - Raise their hand if they need assistance from the teacher
  - Attempt **all** questions
  - Be positive and give 100%
3. If a student **breaches any of the exam conditions**, their paper may be taken away and a new one issued. This will mean any work completed to that point will need to be repeated, as the original work may be deemed "void". Referral to curriculum HOD for further disciplinary action if required.
4. **Exam absentees** will be followed up by the subject teacher and Heads of Department. Students who have a medical certificate for an absence will be required to complete a **variation to assessment form** with the relevant curriculum HOD as soon as they return to school. (Special consideration for other reasons must be applied for through the relevant Deputy Principal or Guidance Officer). The student will complete the exam either during the next lesson or at a time determined by the subject teacher. Students that do not apply for special consideration or variations to assessment will receive no credit for that item. The student will also receive a detention with the curriculum HOD and be referred to the Year Level HOD for follow up regarding non-compliance. (for Senior Students this may include stages of cancellation).
5. Students **MUST** make a credible attempt to complete the exam; otherwise it will be considered a 'Non-Submit'.

### **ASSIGNMENTS**

1. Assessment task must clearly indicate monitoring requirements and due dates. Students **MUST** record all assessment due dates into the school planners.
2. Submission of draft/s or monitoring requirements are **compulsory** and must be completed to a credible standard (i.e. a complete working copy of the final task).
3. While it may be generally preferred that students submit assignments in a word processed format, hand written assignments will be accepted in most cases.
4. It is the responsibility of the student to ensure that a personal copy of all assignments be kept.
5. Students may submit assignments by electronic means if appropriate or arrange for them to be delivered to the classroom teacher on the due date. In the event of an absent students, the student is required to arrange to get work to the school office, email or by other delivery to the teacher by the end of the school day.
6. **Oral presentations** – students will be required to submit the written script of their oral presentation on the common due date for the students in the class.

7. It is considered a **'Non-Submit'** when students fail to submit an **assignment** or fail to undertake the **oral/performance/practical component** at the arranged time or the extension due date.
8. **Group work** must be completed without the absent student on the assessment due date, to demonstrate all other students have completed the work. If the absent student has been granted an extension, the group may present again when the student returns.
9. **Consequence for failure to submit assignment or monitoring requirements** – contact will be made to the students' parent/guardian, and the student will be required to complete assessment during their lunch break or after school detentions.
10. **Academic misconduct** – In the event of plagiarism or cheating, students will be given credit only on their own work and must re-do the assessment piece as per non-submission. Further consequences for breach of academic ethics shall be determined in consultation with the Administration.

### **BLOCK EXAMINATIONS (Year 11 and 12)**

1. HODs of the subjects that have exams are required to create **exam rolls in ID Attend** two weeks prior to the exam block.
2. Students are required to wear full **school uniform** at all times. Students not in uniform **will not** be permitted entry to the exam.
3. Students are expected to assemble 10 minutes before the start of the exam. Their bags are to be left outside the classroom. Students are to have their ID card with them and it is to be placed upright on their exam desk when they enter the room. Students are to bring only the required materials for the exam in a clear plastic sleeve.
4. Students who are late to an exam, without a valid reason, will be allowed entry but **WILL NOT** receive extra time. They will still be expected to comply with the scheduled finish time for the exam.
5. ID Attend exam rolls will be marked by the exam supervisor. **They should be done in the first 10 minutes after the exam has commenced so as not to delay the start of the exam.** The teacher can mark the roll using the Student ID on desks.
6. All exams should be timed to finish as close as possible to the **END** of the exam session. Collect exam papers (under exam conditions) ensuring that the number of exams collected coincides with the number of students who are present.
7. Students are to remain in the exam room for the entirety of the exam.
8. When students have completed their exam they are to leave the school grounds immediately. If students wish to study in between exams, they may sign into the library. During the exam block, all Year 11 and 12 students must either be in an exam, a VET catch-up session or in the library. They are not permitted to wander the school.

### **ABSENCES ON ASSESSMENT DUE DATE**

Students **absent on the day of an examination or assessment due date** **MUST** obtain an extension from the relevant curriculum HOD, Deputy Principal or Guidance Officer – variation to assessment form completed and attached to the assessment task upon submission.

Applications for extension/change of assessment date must be accompanied by a written note from parents/caregivers and/or medical certificate (mandatory for senior students).

If a student **knows s/he will be absent on an assessment due date**, as a result of circumstances beyond his/her control, it is her/his responsibility to obtain an extension at least 48 hours prior. All applications for variation to assessment will be evaluated on their merits, however, as a general rule, requests for variation made immediately prior to assessment or on the due date of the assessment will not be considered.

If a student is unexpectedly absent on the assessment due date, parent/caregivers are expected to contact the school office by telephone prior to the commencement of the school day and request that this information be conveyed to the appropriate teacher. For an assignment, the student must arrange to get work to the school or teacher by the end of the school day.

On the first day that the student returns to school after missed examination, the student must apply for an extension through the relevant curriculum HOD with evidence of medical reason for absence, and be prepared to submit/complete their assessment on that day.