# ASSESSMENT POLICY YEARS 7 - 9

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<th>Policy Classification</th>
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<td><strong>Policy Number:</strong> 16/2016</td>
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<tr>
<td><strong>Date of most recent review:</strong> December 2015</td>
</tr>
<tr>
<td><strong>Policy Audience:</strong> Public Domain</td>
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<td><strong>Policy Approval:</strong> This Policy was approved by the Senior Leadership Team on 3 February, 2016</td>
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This policy supersedes all previous policies relating to matters contained herein.
1.0 RATIONALE

1.1 As a registered and accredited school in NSW it is essential to ensure compliance with the Board of Studies Teaching and Educational Standards NSW requirements for the award of Record of School Achievement for students in Years 7, 8, and 9 as detailed in the Assessment Certification and Examination Manual, and the Registered and Accredited Individual Non-government Schools (NSW) Manual (Section 3.3.1.2)

1.2 All assessment tasks and procedures at Oakhill College are delivered in a consistent manner across all subject areas to ensure equity for students and transparency of the assessment process.

2.0 GUIDING PRINCIPLES

2.1 Assessing student achievement is the process of collecting information on student performance in relation to the objectives and outcomes of a course (ACE 4021). This can be achieved in many ways including formal testing through to informal observation of students. The type of assessment tool depends on the outcomes being assessed and the learning needs of individual students.

2.2 This policy is intended to ensure students understand the importance of the assessment program and the implications of not complying with assessment requirements.

2.3 A key factor in quality education is the provision of a transparent assessment program directed by clear guidelines and consistent application of procedures.

3.0 POLICY

3.1 Common Grade Scale

3.1.1 Student progress throughout Years 7, 8 and 9 is reported via a grade (A–E) which summarises the level of a student's performance in the course. The College uses the Common Grade Scale defined by BOSTES Assessment Resource Centre.

3.1.2 When allocating A-E grades for school reports, teachers will make a professional on-balance judgement to decide which grade descriptor best matches the standards achieved by students, in line with the stated objectives and outcomes as described in the relevant syllabus. This will be based on all assessment data available up to the time of the reports.

3.2 Assessment as a Learning tool

3.2.1 Assessment of students should be used to enhance student learning. Assessment items need to provide rubrics so that students
3.2.2 Teachers will provide meaningful feedback for assessment items which clearly indicate to students how they could improve their performance for future tasks.

3.3 Assessment Notifications

3.3.1 Each faculty will create an assessment schedule that lists a variety of assessment tasks, their weightings and timing throughout the year. The tasks are designed to assess a broad range of outcomes and objectives as prescribed by each course syllabus.

3.3.2 All students are issued with an assessment booklet at the commencement of each school year which contains a schedule of the key assessment items for each subject. This booklet will be issued either electronically or as a hard copy. The assessment booklet will contain the following information for each formal assessment task planned for the school year.

3.3.2.1 Due date of task
3.3.2.2 Nature of task
3.3.2.3 Weighting of task

3.3.3 Students may also be given more detailed notification of formal assessment tasks, in writing, at least 2 weeks prior to each task.

3.3.4 The assessment program may also include informal assessment such as classwork or observation which may not appear in the assessment schedule.

3.4 Absence from assessment tasks

3.4.1 It is the expectation of the College that students will be present at school for any scheduled assessment task and that any take home task or assignment will be submitted by the due date.

3.4.2 If a student is away from College on the day of an in-class assessment task the student or parent must phone the College on the morning of the task and leave a message for the relevant Academic Head or the class teacher. A note must be brought from home explaining the absence and a copy of this note given to the classroom teacher.

If such a note is not submitted within 2 days of the students’ return to school, the classroom teacher will notify the Academic Head who
will issue a College Minimum Standards Letter informing the parents of the situation.

The classroom teacher will arrange a suitable time for students to re-sit the task they missed.

The mark for the task will be recorded as zero until the note is received and the task completed.

3.4.3 If a student is present at school on the day that an assignment which forms part of their official assessment is due and the student fails to submit the task then the class teacher will inform the relevant Academic Head who will:

3.4.3.1 Issue a Minimum Standards Letter informing the parents of the situation.

3.4.3.2 Award a penalty of 15% of the total marks achieved per day the assignment is late.

The only exception to this would apply if the student has brought a note from their parents explaining the absence of the assignment and the reason is deemed appropriate by the Academic Head.

3.5 Student Expectations

3.5.1 It is the expectation of the College that students will be present at school for any scheduled assessment task and that any task home task or assignment will be submitted by the due date.

3.5.2 For all assessment tasks it is the expectation of the College that the task be deemed to be completed to a satisfactory standard.

4.0 POLICY REVIEW

4.1 The Principal is to ensure that this policy is regularly monitored and revised in the light of requirements related to section 47 of the Education Act 1990
(NSW) and of the BOSTES requirements for the registration and accreditation of school the school.

4.2 The Assessment Policy Years 7 - 9 is reviewed every two years.

5.0 EXPLANATORY NOTES AND DEFINITIONS

5.1 Explanatory Notes

5.1.1 This Policy specifically addresses the requirements of the BOSTES Registered and Accredited Individual Non-government Schools (NSW) Manual - May 2014 in the following areas:

5.1.1.1 Section 3.3.1.2 Registration for Years 7 – 10 "an assessment plan indicating how students’ performance in each KLA is assessed, monitored and recorded"

6.0 SUPPORTING DOCUMENTS, PROCEDURES AND GUIDELINES


6.2 ACE Website http://ace.bos.nsw.edu.au