



BELMONT CITY COLLEGE

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# Belmont City College

## Senior Secondary School Assessment Policy 2025

This policy is provided to all senior secondary students at Belmont City College and is based on School Curriculum and Standards Authority (Authority) requirements.

All Year 11 and Year 12 students and some Year 10 students are enrolled in a combination of ATAR, General, Foundation, ASDAN and VET industry specific courses. Some students are also gaining credit for the WACE by undertaking one of the Vocational Education and Training (VET) qualifications and/or the endorsed program (Workplace Learning) which is available at the College. The VET qualifications are delivered and assessed in partnership with a Registered Training Organisation (RTO).

**This policy covers the assessment of all VET and WACE courses and applicable subjects taught in Year 10.**

### 1. Student responsibilities

It is the responsibility of the student to:

- Attend and attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- maintain an assessment file in consultation with their teacher which contains all completed written assessment tasks and to make this file available whenever required by the school (see Section 9 below for details)
- maintain a good record of attendance, conduct and progress i.e. maintain 'Good Standing' (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result)
- regularly login to and review information available on Connect
- initiate contact with teachers/attendance officer: in advance concerning known absence from class or requests for extension of the due date for out-of-class assessment tasks; or as soon as practicable for missed in-class assessment tasks due to unforeseen absence (e.g. illness; emergency) and other issues pertaining to assessment (see Sections 5, 6, 12 and 13 below for details).

### 2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular unit or subject
- provide students with access to an up to date course outline and an assessment outline (see Sections 3 and 10 below for details)
- ensure that all assessment tasks are fair, valid and reliable
- participate in moderation and consensus marking
- provide students with meaningful feedback within 10 business days of assessment, including guidance about how best to undertake future tasks
- maintain accurate records of student achievement on Reporting to Parents (RTP) and Connect, including recording dates of assessments and details of missed assessments in RTP

- meet College and external timelines for assessment and reporting, including completing at least one assessment by the end of Week 5 of each semester and/or having results for at least one assessment recorded in RTP by the end of Week 7 of each semester.
- inform students and parents of academic progress as appropriate, including emailing task mark reports in Week 4, 5 or 6 of each term.
- Make reasonable adjustments as required to support student assessment, where there is a valid reason to do so (see Section 11 below for details)

### 3. Information provided to students

The following documents will be available electronically on Connect. Students may also request a hard copy.

- the Authority syllabus for the pair of units which includes the grade descriptions and the syllabus content dot points
- a course outline for the pair of units (or unit or semester) that shows:
  - the content from the syllabus in the sequence in which it will be taught
  - task descriptions
  - the approximate time allocated to teach each section of content from the syllabus
- an assessment outline for the pair of units that reflects the course outline and includes:
  - the number of tasks to be assessed
  - the approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the start week and submissions week for each out-of-class extended task)
  - the weighting for each assessment task
  - the weighting for each assessment type, as specified in the assessment table of the syllabus
  - a clear description of each assessment task
  - an indication of the content covered by each assessment task.

### 4. Assessing student achievement

All students are enrolled in units or subjects. Assessment tasks occur during the year including end of semester exams, in all ATAR courses and an Externally Set Task for Year 12 General and Foundation courses (see Sections 5 and 6 below for details).

Each task requires evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks to rank students in the class and assign grades.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Where appropriate, a rubric or the criteria against which the task will be assessed will be provided with the task.

**Most tasks in Year 11 and 12 are completed in-class.** Some courses may include tasks that are completed out-of-class (in which case, student achievement will be validated to ensure authenticity).

Some courses may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group. Typically, this will be identified in the task (or task brief) provided to the students at the commencement of the task.

Where a student's disability, specific education needs or cultural beliefs will significantly affect their ability to access an assessment task, the teacher may adjust the task in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. (See Section 11 for further information on students with a disability).

## **5. School examinations**

School examinations are included in the assessment outline for the pair of units and for some Year 10 subjects. The weighting, i.e. proportion of the final mark, for these school-based examinations varies between courses and can be determined from the assessment outline.

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2.

A practical/performance/oral exam will also be held in those courses with a practical, performance or oral ATAR examination.

In Year 11 written examinations are typically between 2 and 3 hours in duration.

In Year 12 all written examinations are 3 hours except for courses with a practical, performance or oral examination which are 2.5 hours plus a separate practical, performance or oral examination.

The examination timetable is issued to students three weeks before the start of the exam period.

If an examination contains an error or questions are based on content that is outside the syllabus or there is a breach of security the College will:

- remove the question containing the error or based on content outside the syllabus, **or**
- set a new examination if there is a breach of security that affects all students, **or**
- penalise the students involved if there is a breach of security limited to only them (i.e. a mark of zero).

Where health issues or personal circumstances prevent a student from completing one or more school examinations, as for all other assessment tasks, the College will determine whether the reason is acceptable (see Section 13 below for details) and if not acceptable the student will be given a mark of zero. If the reason is acceptable to the College an alternate date and/or task will be set or, where this is not possible, the student will not sit the examination. In this case, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

## **6. Externally set task**

All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course.

The EST is included in the assessment outline for the pair of units. This assessment task has a weighting of 15% of the final mark for the pair of units.

The EST is a 50-minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class under standard test conditions.

Where a student does not complete the EST on the scheduled day they will be required to complete the task at the first available opportunity (generally within two days of the student's return to school). If this is not until after the date that the Authority requires the College to submit the EST marks, then the College will determine if the reason for non-completion is acceptable (see Section 13 below for details) and if not acceptable the student will be allocated a mark of zero. If the reason is acceptable to the College, the teacher will:

- decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential), **or**
- a predicted EST score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the EST.

## **7. Cheating, collusion and plagiarism**

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which is:

- prepared or substantively contributed to by another person
- copied or downloaded from the internet without acknowledging the source
- paraphrased or summarising the work of others without acknowledgment
- generated by an artificial intelligence (AI) such as ChatGPT

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant head of learning area/teacher-in-charge responsible for the course. As part of this process, the student and the parent/carer will be informed of suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

The student will also be moved to probationary Good Standing or loss of Good Standing, depending on the severity of the infraction. The parent/carer will be informed of the decision made, the penalty and any further disciplinary action.

## **8. Security of assessment tasks**

Where there is more than one class studying the same unit or subject all, or most, of the assessment tasks will be the same to ensure student marks are on the same scale. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as collusion and the students will be penalised.

Where the College uses the same assessment task or exam as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

## **9. Retention and disposal of student work**

Students are responsible for retaining all of their marked written assessment tasks in folios in their classrooms. Teachers may choose to retain a copy of student work for recording and assessment purposes. Teachers will not use the materials for any other purposes without the written permission of the student. All materials not collected by the student at the end of the school year will be securely disposed of once marks have been finalised. Students can take their work home at their own risk and should be aware that not providing requested work to the Authority for the purposes of grade validation or moderation may impact on the Authority's approval of a student's final grades.

The College will retain all non-written assessment tasks (typically as audio or video recordings or digital products). This material is required by the teacher when assigning grades at the completion of the pair of units and may be required by the Authority for moderation purposes.

## **10. Modification of the assessment outline**

If circumstances change during the teaching of a pair of units, requiring the teacher to make adjustments to scheduled assessment tasks, then students and carers will be notified and the modified assessment outline will be placed on Connect.

Where disability, special education needs, exceptional circumstances or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks the assessment outline will be adjusted and provided to the student and parent/guardian.

## **11. Students with a disability**

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. These adjustments will be consistent with those described in the Authority's *Guidelines for disability adjustments for timed assessments*, which can be accessed from the Authority website. Adjustments, depending on the individual student's education needs, can include special equipment, provision of a scribe, or additional time to complete the task.

Students who are unable to complete an assessment task because of their disability will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

## 12. Completion of a pair of units

A grade (A, B, C, D or E) is assigned for each pair of units completed.

Students are required to:

- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks on or before the due date.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student (or the parent/ carer) must discuss the matter with the teacher at the earliest opportunity before the scheduled date. The College will determine whether the reason is acceptable (see Section 13 below for details).

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task is **acceptable** to the College (see Section 13 below for details) the student's assessment outline will, where possible, be adjusted and a grade assigned.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task, without providing an acceptable reason, the teacher will contact the parent/ carer to discuss the possible impact of the penalty on the student's grade and negotiate actions to prevent this re-occurring.

Where an out-of-class assessment task is submitted after the due date or is not submitted, and the student **does not** provide a reason which is acceptable to the College (see Section 13 below for details), the following penalty applies in negotiation with the teacher and Head of Learning area:

- catch up in a Tuesday Period 5 study session and complete the assessment, if still outstanding.
- Where an in-class assessment task is missed and the student **does not** provide a reason which is acceptable to the College and the student does not attend a catch up session (see Section 13 below for details) the student will receive a marks penalty which may include a mark of zero.

## 13. Acceptable reasons for non-completion or non-submission

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the College. For example:

- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task (including school examinations and the externally set task) is scheduled
- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.

In such cases the student/parent/carers must:

- contact the College before 9.30 am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide either a medical certificate or a letter of explanation immediately when the student returns to school.

Students who are repeatedly absent on scheduled assessment days will be referred to the Senior School Associate Principal and the Principal where their case will be reviewed.

Where the student provides a reason, which **is acceptable** to the College for the non-completion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- not require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority requirements for the course and to enable a grade to be assigned).

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test, preparation for the College ball, family holidays).

In exceptional circumstances, the parent/carer may negotiate with the Associate Principal the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

#### **14. Transfer between courses and/or units**

Should a student commence a pair of units late they will be at risk of being disadvantaged compared to others in the class. An application to transfer between types of courses or between courses is made through the Associate Principal. A meeting may be held with the parent/ carer to discuss student progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer.

At Belmont City College the deadline for student transfers in Year 11 and Year 12 is Friday of Week 4 in Term 1 as all courses are assessed as a pair of units.

In Year 11, students can also transfer at the end of Semester 1, where class numbers enable this to occur. Students studying a Foundation course can transfer to a General course after the OLN results are received from the Authority.

When a student transfers to a different course within the same subject (e.g. from English ATAR Year 11 to English General Year 11) or to a similar course (e.g. Human Biology ATAR Year 11 to Integrated Science General Year 11), the marks from completed assessment tasks will be used, where they are appropriate, for the unit into which the student is transferring. These marks will need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class or tasks will be remarked to meet the assessment requirements of the new course.

Where additional work and/or assessment tasks are necessary to enable a grade to be assigned, the teacher will develop an individual education plan showing the work to be completed and/or an adjusted assessment outline. The plan and/or the adjusted assessment outline will be discussed with the parent/guardian and provided to the student.

#### **15. Transfer from another school**

It is the responsibility of any student who transfers into a class from the same course at another school, to provide the College with evidence of all completed assessment tasks. The Associate Principal may contact the previous school to confirm:

- the part of the syllabus that has been taught
- the assessment tasks which have been completed
- the marks awarded for these tasks.

The head of learning area/teacher-in-charge responsible for the course will:

- determine how the marks from assessment tasks at the previous school will be used  
[Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at Belmont City College.]
- determine the additional work, if any, to be completed
- determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and/or an adjusted assessment outline. The plan and/or the adjusted assessment outline will be discussed with the parent/ carer and provided to the student.

## **16. Reporting student achievement**

The College reports student achievement at the end of Semester 1 and at the end of Semester 2. Teacher comments are provided in Semester 1 but not in Semester 2. The report provides for each course in Year 11 and 12:

- a grade<sup>1</sup>
- the percentage mark in the school-based examination (for ATAR courses)
- the percentage mark<sup>1</sup> (calculated from the weighted total mark).

<sup>1</sup> The Semester 1 Year 12 mark and grade are interim as they are not finalised until the pair of units is completed at the end of the year.

At the end of the year, students will be provided with a Belmont City College statement of achievement, which lists the school mark and grade for each pair of units. These are the results which will be submitted to the Authority. Successful completion of VET qualifications and endorsed programs are also listed on the statement of achievement.

Year 10 students will be assigned a grade based on numerical scores for assessed tasks.

All final grades are subject to approval by the Authority at the end of the year. The student (and parent/ carer) will be notified of any changes that result from the Authority's review of the student results submitted by the College.

## **17. Reviewing marks and grades**

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned for a pair of units they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, then the student (or the parent/ carer) should approach the relevant head of learning area/teacher-in-charge responsible for the course.

The student or their parent/ carer can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline does not meet the syllabus requirements
- the assessment procedures used do not conform with the College's senior secondary assessment policy
- procedural errors have occurred in the determination of the course mark and/or grade
- computational errors have occurred in the determination of the course mark.

The Principal, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student and their parent/ carer.

If this review does not resolve the matter, the student (or parent/ carer) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Associate Principal or the Authority website. Authority representatives will then independently investigate the claim and report to the Authority's student appeal committee.

If the committee upholds a student appeal the College will make any required adjustments to the student's mark and/or grade and where required, the mark and/or grade of other students and re-issue reports and/or the statement of achievement as necessary.