



## **BELMONT CITY COLLEGE LOWER SCHOOL (Year 7- 9) ASSESSMENT POLICY**

This assessment policy has been devised to ensure that the school can award fair and accurate results to all students, according to the guidelines of the School Curriculum and Standards Authority and the Department of Education and Training. This policy document lists and explains student responsibilities.

### **All assessment tasks**

1. If a student is absent when an assessment task is set, it is the student's responsibility to find out the details of the task on returning to school. One strategy is that students are asked to have a study buddy in each class who will take notes and collect any handouts for them. The buddy then briefs them on what they have missed when they are absent.
2. If a student is unable to meet an assessment task deadline, the student should:
  - be prepared to present all work attempted on that task up to the due date well in advance of the deadline
    - inform the teacher of the reasons that prevent the deadline being met
    - present appropriate documentation, e.g., parent contact or medical certificate for those reasons.
3. If the reasons are valid, the teacher may:
  - grant an extension of time to complete the task without penalty
  - provide an alternative task
  - determine an estimate of achievement based on previous performance in consultation with the Head of Learning Area
  - exempt the student from completing a particular assessment task in consultation with the Head of Learning Area.
4. If the teacher, in consultation with the Head of Learning Area, determines the reasons to **not** be valid the teacher may:
  - award an appropriate rating for the work that has been attempted.
  - If the task has not been attempted, inform the parents and require the student to complete the task in their own time.
  - Failure to submit any work will result in a zero for that task.

### **Explanatory Notes**

1. An assessment task is any task for which ratings are awarded.
2. 'Attempted' means some part of the task must be submitted or observed by the teacher.
3. Students wishing to appeal the decision should firstly discuss the matter with the teacher. If the decision is still not acceptable, the student may then take his/her concerns to the Head of Learning area for review.

### **Homework/Home Study**

It is expected that all students use some after school time to sit in a study area that is quiet; leave mobiles outside the room and go over notes; read texts or complete class homework requirements.

Suggested study times per week are: Year 7 – 7 hours; Year 8 – 8 hours; Year 9 – 9 hours