



Seven Hills High School

Formal Assessment Task Policy

Seven Hills High School is committed to developing quality assessment tasks that report on clearly articulated criteria.

Faculty Guidelines:

Each course has developed a unit outline that:

- Provides an overview of content covered
- Communicates the assessment tasks to be completed throughout the year, timing and weighting.
- Report outcomes to be assessed

There will be a maximum of four assessment tasks set for each year group.

Assessment tasks should incorporate some form of student self-evaluation/reflection on their performance and the learning that has taken place.

Record of School Achievement (RoSA) grades for Stage 5 students are determined by the assessment tasks completed in Years 9 and 10. Every faculty is to ensure that 30% of a students' mark is the Year 9 component of the course and the other 70% is solely Year 10 assessment. The only exclusions to the rule are 100-hour electives.

All students will be given clear guidelines for assessment tasks. This is managed by ensuring all assessment task notifications:

- detail the task, set a time frame and state the criteria
- are given in writing at least two weeks in advance
- have an explicit marking rubric attached
- state the report outcomes met by the task

Any application for an extension needs to be submitted three days prior to the task due date to the Head Teacher of the faculty. It will only be gained after consultation between the **Head Teacher and Deputy Principal**.

Computer issues and technical problems are not valid grounds for an extension. Students are expected to follow responsible practices when using technologies, including ensuring that their equipment is reliable, and saving their work in multiple locations. A printed version of the task is to be submitted.

Teachers will maintain an accurate record of assessment task distribution, student submission and registration of feedback delivered.

ALL assessment tasks are to be marked and returned within two weeks of the due date. Teacher feedback is essential and it should be aligned with the criteria provided to the students.

Any appeals made by the student regarding the mark allocated for a task **MUST be directed to the Head Teacher**. Changes to mark allocation will only take place after consultation between the classroom teacher, Head Teacher and relevant Deputy Principal.

Student Absence

If a student is absent from class, when a task has been distributed, it is their responsibility to seek clarification on task expectations.

Students are expected to complete all tasks and sit for all examinations set as part of the assessment program for a course at the specified time. In circumstances where leave of 5 days or more, **has been approved by the Principal** two weeks prior to commencement, students will be provided with documentation that outlines details of course work to be completed whilst on leave and any assessment task requirements.

If a student is physically unable to complete a task (eg. an accident), the Head Teacher will consult with the Deputy Principal on the best course of action. The Head Teacher may generate a mark for that task in line with other proven performances or make provision for another task to be completed.

Task Submission:

Assessment tasks, other than class tasks, must be submitted by 3:03pm on the date due. It is the student's responsibility to register the task's submission according to faculty policy.

Please note oral tasks do not have any provision for late presentation. A zero mark will be given if a student is unprepared or unwilling to present their oral task at the designated time.

Stage 4 (Years 7 and 8)

Late submissions may be accepted but the student cannot receive the highest outcome detailed in the rubric. A student will be penalised a grade a day for late submission (or a 20% reduction in mark for each day late) up to one week after the due date. A student who fails to sit for or submit a task will be issued with a non-completion letter. The notification will be generated within a week of the task's due date and posted home.

Stage 5 (Years 9 and 10)

A student who fails to sit for or submit a task will be issued with an OFFICIAL WARNING – Non-completion of a Stage 5 (Years 9 – 10) Course letter. The notification will be generated within a week of the task's due date and posted home. Late submissions may be accepted but will be awarded a zero mark. If the submission occurs before the generation of the official warning letter, staff will notify parents that the task has been completed but a zero mark has been awarded.

Teachers will ensure all communication home is followed up with a phone call to parents/caregivers and a record of all communication documented.

Appeals:

If any assessment task is missed, overdue or any other anomaly arises, the Assessment Appeal Process **MUST** be followed. A student will maintain the reduced mark (Stage 4) or initial **ZERO** mark (Stage 5) until the completion of the appeal process.

Students have one week from the due date of the task to lodge an appeal.

In the case of an unsuccessful appeal, **the Head Teacher will notify parents/ caregivers of the decision.** A zero mark will be awarded for the task and the student will be deemed as not satisfying the course completion criteria for the value and nature of that assessment task.

If an appeal is successful, the non-penalised mark for the completed assessment task will stand.

Assessment Tasks and Satisfactory Course Completion:

All tasks not completed by the due date must still be completed to ensure students meet NESA (NSW Education Standards Authority) requirements for the awarding of a RoSA. If a Stage 5 student fails to complete tasks they may receive an 'N' determination for that course and this will be recorded on their RoSA.

Assessment Appeal Process

If a student cannot attend school on the day of an assessment task to submit it or perform the task in person because of a valid reason they **must** do the following:

1. **Ring the school** and let the office know their name, the course they have an assessment task for and the reason why they will not be at school.
2. **Collect an Assessment Appeal form** from the Head Teacher of the subject/course affected before school on the morning they return to school.
3. **Complete the Assessment Appeal form** adding all documentation or evidence from a health professional or another relevant person. A parent signature must be on the form before it is processed.
4. **Submit the completed Assessment Appeal form to the relevant Head Teacher** before school on the next day after parents have signed it.
5. **The Head Teacher makes a written recommendation in consultation with the classroom teacher.** Any documentation is attached to the Assessment Appeal Form.
6. **The Head Teacher and relevant Deputy Principal meet to discuss the appeal** and the evidence presented. A determination is made on whether the appeal is successful.
7. **The Head Teacher will notify students and parents of the result of their appeal.**