



La Salle College

Transforming tomorrow's

*Hearts. Minds. Lives.*



## College Assessment Procedures

Source of Authority	
Approving authority	This procedure was reviewed by Mrs Jade Lori, Director of Pedagogy
Date reviewed	December 2023
Next review	December 2025

### TABLE OF CONTENTS

1. Rationale .....	2
2. Procedure.....	2 - 12
3. Review History .....	13
4. Next Review .....	13

## 1. RATIONALE

Assessment is an integral part of education. It occurs whenever a teacher consciously obtains and interprets information on the intended student learning outcomes of a course of study. The justification for this document is based on the central importance of fair and just assessment criteria being applied equally to all students.

The College is responsible for providing procedures for assessment, which adheres to Catholic Education and School Curriculum and Standards Authority guidelines and requirements.

## 2. PROCEDURE

### 2.1 Teacher Responsibility

It is the responsibility of the teacher to:

- Provide students with course outlines, syllabus (WACE Courses) and assessment outlines at the commencement of the course and have these documents saved in an accessible location for students.
- Ensure that assessment tasks are fair, valid and reliable
- Participate in moderation activities for assessment tasks to maintain fairness in marking assessments
- Provide students with feedback in a timely manner
- Provide students with results for assessments within two weeks of the assessment date
- Maintain accurate records of student course achievement and feedback
- Release results for students enrolled in the same course at the same time for fairness to students and teachers
- Meet school and systemic deadlines for assessment and reporting
- Maintain communication with students and parents/guardians where necessary of academic progress
- Update and make visible the cumulative score, as a percentage, of a student's achievement at least once a term

#### 2.1.1 Course Outlines

To assist students with their study planning and assignment workload all students are given a course outline at the commencement of a course and this document is made available to students on the course cover page on SEQTA. Course outlines must include the content being delivered, the sequence content will be delivered and the time allocated for this. Assessment timings throughout the year must also be placed on this document.

#### 2.1.2 Assessment Outlines

To assist students with their study planning and assignment workload all students are given an assessment outline at the commencement of a course and this document made available to students on the course cover page on SEQTA. Assessment outlines must include the assessment type, the topics

(Years 7-10) or the syllabus content (Years 11-12) covered in the task and the weighting of the task. The assessment outline must also indicate the week the task is to take place or date of submission.

## 2.2 Student Responsibility

It is the responsibility of the student to:

- Attend lessons regularly and participate in learning activities.
- Be familiar with the Assessment Procedures.
- Complete all assigned work in a course/class.
- Complete all assessments required by the due date.
- Ensure that their classroom teacher and the College is informed of any planned extended absences at least one month prior to the absence.
- Communicate and liaise with classroom teachers after unforeseen absences where an assessment has been missed to make alternate arrangements.
- Communicate and liaise with classroom teachers prior to the submission date of an assessment task, an extension may be required in line with the College Assessment Procedures.

### 2.2.1 Retention of Work

Students are responsible for and must retain all of their marked written assessment tasks.

Students understand that without retention of their marked written assessments, they may be unable to successfully appeal their assigned grade. All students in years 7-10 should retain course work until Semester II Reports are received.

In years 11-12 this material may be required by the College or School Curriculum and Standards Authority (SCSA) for confirmation of grades/levels, moderation purposes during the school year or should a student wish to appeal their assigned grade. Students should be aware that any discrepancy in final results can only be resolved if this material is available. Non-provision of assessed work by a student for the purpose of the Authority's grade validation or moderation purposes may impact on the Authority's approval of a student's final grade. Year 12 students must retain all assessed work until the end of December and Year 11 students must retain their work until February the following year.

### 2.2.2 Reasonable Attempt at an Assessment

Students must make a reasonable attempt to complete an assessment task or assignment. The student must demonstrate that, on balance, a genuine effort has been made. Should work on an assessment piece be considered as less than a reasonable attempt, then it must be re-submitted through negotiation between the teacher and the student after consultation with the Leader of Learning. It is the Leader of Learning who has the discretionary power to make this judgment. In Years 10 - 12, it may be that the best the teacher can do is accept further work for the purpose of subject completion to avoid a course being incomplete.

## 2.3 Missed Assessments

If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not

fulfilling the requirements of a course/subject and thus will be deemed as unable to be assessed. In all year groups the failure to complete sufficient assessment tasks may prevent a teacher from issuing a final grade for the course. In years 11 and 12 this may impact a student's ability to achieve their Western Australian Certificate of Education (WACE).

### **2.3.1 Absent due to illness**

Under these circumstances students in Years 7 - 12 must provide either a medical certificate or written confirmation (that states there is knowledge of the missed assessment) from parents upon their return to school to verify the illness. Upon the student's return to school, the missed assessment will be administered within three school days from return or at an alternative practical time at the discretion of the Leader of Learning.

If doubt arises regarding the validity of having the student complete the same assessment as the rest of the course at a later date, the subject teacher will discuss the matter with the Leader of Learning and alternative arrangements will be made. This may be that the assessment is used as a diagnostic device as below.

If assessments have been corrected and handed back, the assessment can only be given as a diagnostic device and to satisfy course completion. The student is not awarded a mark for the assessment task and instead the assessment mark is recorded as an annotation in SEQTA and would not be used in the calculation of a student's grade.

### **2.3.2 Prolonged absence**

Where a student is unable to attend school for an extended period due to injury or illness, guardians should contact the relevant Leader of Wellbeing. The Leader of Wellbeing will then inform Leaders of Learning to make alternative completion requirements for assessment tasks and alternative arrangements for progressing the educational programme. The alternative arrangements will be made at the discretion of the Leader of Learning. A medical certificate will be required in such instances in years 11 and 12. Any collected material may be used as evidence to determine a student's reported grade at the discretion of the Leader of Learning.

*Note: Prolonged or frequent absence from Senior School WACE and/or VET courses may result in students not completing enough of the assessment and/or educational programme. In such cases, students may receive an 'E' grade.*

### **2.3.3 Absent due to personal commitments**

Where assessments are missed for other acceptable commitments such as specialist appointments, death in the family etc. the course/subject teacher in consultation with the Leader of Learning, will decide the appropriate course of action. If the commitment preventing the student from completing the assessment could have been arranged outside school hours (e.g., driving lesson, hair appointment) no credit will be given for that piece of work. However, the assessment must be completed in order to satisfy course completion.

Upon the student's return to school, the missed assessment will be administered within three school days from return or at an alternative practical time at the discretion of the Leader of Learning. This may

be at a time outside of class time in order to remain up to date with the course. The assessment mark is recorded as an annotation in SEQTA and would not be used in the calculation of a student's grade. All personal commitments preventing a student completing an assessment should be verified in writing by parents to Student Reception.

#### **2.3.4 Absent due to an infringement of school rules**

In the case of a student missing an assessment because of the infringement of school rules at the time of the assessment (e.g., truanting) no credit will be given for that assessment. The assessment must then be completed during an afterschool detention issued by the Leader of Learning, but it will be assessed only for course completion requirements with the assessment score recorded as an annotation in SEQTA.

#### **2.3.5 Absent due to suspension**

##### **Internal Suspension**

In the case a student is suspended internally, the student is to complete any in-class assessment at school at the scheduled time while on suspension. The student is also expected to submit electronically any assignments/external assessment work as arranged by their classroom teacher.

##### **External Suspension**

Under these circumstances the course/subject teacher must determine what assessment tasks will be missed. A teacher may, in consultation with the Leader of Learning choose to administer the assessment at an alternative practical time and communicate this with the student. The teacher may, in consultation with the Leader of Learning and Deputy Principal, request attendance of the student for the time required to sit the assessment task.

The student will complete the assessment in a location determined by the Deputy Principal. Failure to attend at the required time would result in no credit being given for that assessment and the assessment must be completed at an afterschool detention issued by the Leader of Learning, but it will be assessed only for course completion requirements with the assessment score recorded as an annotation in SEQTA.

If the assessment task may be completed from home and submitted electronically the teacher may, in consultation with the Leader of Learning plan for the student to complete the task and submit this electronically by a particular time determined by the teacher. Failure to submit the task would result in a late submission (see 4.3)

#### **2.3.6 Absent due to Holidays**

The College recognises the educational benefits of overseas travel and the importance to families of periodic reunions, however:

- If parents wish to take extended family holidays, they are encouraged to arrange for these to occur during the school holidays.
- Extended holidays during school time usually prevent a student from completing the course content and from being assessed. Such holidays usually create a break in the sequence of learning which makes it difficult for the student to resume their studies without some additional tuition.

When parents are contemplating an extended holiday in school time, they are asked to consult with the College well in advance so that every step can be taken to minimise the disruptive effect on the student's progress at school. An Application for Extended Leave Form (available at Student Reception) must be submitted by students **at least 4 weeks prior** to any such leave.

When students go on extended holidays in school time, the College:

- On written request by parents made at least a fortnight in advance, will provide a brief outline of the course content to be covered during the student's absence.
- Does not normally have the resources to provide additional tuition outside class time to compensate for loss of tuition time; however, individual teachers may choose to provide some additional outside class time tuition if available and if requested by the student.
- Does not normally make arrangements for students to sit tests or examinations scheduled during their absence unless validity of such can be assured, i.e. **students will receive no credit for assessments missed at this time.**
- Should students complete missed assessments after their return to the College for diagnostic purposes, teachers will mark the task and the assessment mark is recorded as an annotation in SEQTA and not used in the calculation of a student's grade.

*NOTE: For Years 10 - 12 students, when extended holidays are taken, incompleteness of a course is possible and may affect students' chances of achieving the Western Australian Certificate of Education (WACE) – a prerequisite for STP (State Training Provider) and University.*

## 2.4 Submission of Work

### 2.4.1 Extensions – Assignments/Tasks

Students seeking an extension to the due date for a task or assignment must advise the course/subject teacher at least three days (not including weekends or holidays) before the due date. This must be by written application, which includes support from parents/guardians.

If a situation warrants an extension, the teacher then, in consultation with the Leader of Learning can grant an appropriate extension to the submission date for the task and communicate this to the student.

Where an extension is requested on more than one occasion for a course/subject, the matter will be referred to the Leader of Learning by the classroom teacher.

### 2.4.2 Late submission of assessments due to illness Years 7 - 12

Where possible, the student should still attempt to submit an assessment electronically if absent on the day of submission. If a student fails to submit an assessment on time due to illness, they must provide either a Medical Certificate or written confirmation from parents (at the discretion of the Leader of Learning) upon their return to school to verify the illness. The student must meet with the teacher upon return to school and negotiate a revised date for submission. The length of absence will be taken into consideration when arriving at this decision, as per 3.2 prolonged absences.

Students who fail to take this action should expect to gain no credit for missed work.

### 2.4.3 Late Submission/Failure to complete 'take home' assessments

A student who fails to submit an assessment on the due date may not be assessed on the same basis as a student who has submitted the assessment on time, in fairness to the latter.

Late submission of formal tasks without a valid reason will be penalised at the rate of **10% of the possible marks** per day (for example, if a task is out of 50 marks, a student would lose 5 marks per day late). Weekends will count as one day and, therefore, incur a penalty of 20% (10% for Friday and 10% for the weekend).

The following reasons are not acceptable reasons for non-submission of assessments:

- Breakdown of technology (without written confirmation from parents/guardians)
- Left work at home
- Lost work.

Assessments not submitted by the due date will be recorded in SEQTA noting that the assessment has been submitted late as well as the deduction applied.

After five days no credit is awarded and a zero score is awarded. However, students are required to attend an afterschool detention, issued by the Leader of Learning, for the late assessment (or an alternative assessment) to be completed to a reasonable level to satisfy course/subject completion with the results recorded in SEQTA for diagnostic purposes.

As part of the pastoral care program within the College, parents/guardians will be kept informed of problems relating to late submissions. If an assessment item is overdue, then parents will be notified by email.

#### **2.4.4 Overdue assessments due to suspension**

Students on suspension are required to ensure that any assignment/task due is submitted by the due date.

#### **2.4.5 Word Limit**

If a word limit is set for an assessment, students must adhere to it. Any assessment which exceeds 10% over the set word limit will not be read past this point. This means any information included after this point will not be considered when awarding a mark/grade.

### **2.5 Alternative Assessments**

The College recognises that access to timed assessments could be significantly affected for students with a diagnosed disability, impairment or medical condition. Adjustments may need to be made for these students to access the assessment equitably. Evidence of the diagnosis is required for approval of adjustments for students with a disability and/or medical condition. Adjustments are determined in consultation with the Leader of Learning Support and/or Leader of Education Support and in line with SCSA's Disability Adjustment Guidelines.

#### **2.5.1 Injured Students**

If a student is injured and unable to complete practical or written work for a short period of time (one week or less), the student is required to discuss arrangements with their classroom teacher who in consultation with the relevant Leader of Learning will decide on appropriate action.

If a student is injured and unable to complete practical or written work on a long-term basis (more than one week), the student is referred to the relevant Leader of Learning who will decide on appropriate action in consultation with the Leader of Learning Support and Leader of Wellbeing.

#### **2.5.2 Alternative assessments Years 11 – 12**

The Leader of Learning has the discretion to give students alternative assessments. These may count towards the final result where there is due cause for this to be the case, e.g. late enrolment, illness, etc. It should be noted that this task must cover all components of the original task. In Years 10 - 12 alternative assessments may also be given simply to ensure a course/subject is completed.

### **2.6 Cheating/Plagiarism**

Cheating is where a student engages in a dishonest act to improve his/her result. This typically occurs in tests and examinations.

Plagiarism is where students use another person's work without acknowledgement. Use of significant sections of another person's work even with acknowledgement is discouraged. All reference sources must be cited in the bibliography.

All work submitted by students must be the work of the student. Students are not permitted to submit for marking as original work, any work which:

- Is prepared by or substantively contributed to by another person
- Is wholly or substantively prepared by generative artificial intelligence tools
- Is copied or downloaded from an online source without acknowledgement.



### 2.6.1 Tests/Examinations

If cheating in a test or examination is established the following applies:

- Should it be possible and deemed to be fair, a teacher, in consultation with the Leader of Learning, may deduct marks for those areas specifically related to the area of concern. The student is issued with an afterschool detention by the Leader of Learning.
- If it is not possible to identify specific areas of concern the Leader of Learning will determine if the student either:
  - receives no credit for the assessment and is required to re-sit the assessment at an afterschool detention issued by the Leader of Learning for diagnostic purposes. This mark is recorded as an annotation in SEQTA and not used in the determination of a student's course grade. **Or,**
  - is required to re-sit an alternative assessment at an afterschool detention issued by the Leader of Learning. This mark is recorded in SEQTA and used in the determination of a student's course grade.

### 2.6.2 Assignments

If cheating or plagiarism in an assignment occurs the following occurs at the discretion of the Leader of Learning:

- The student is requested to re-complete and resubmit their assessment and the assessment is treated as a late submission as per 4.3
- The student is issued with an afterschool detention and must re-complete the assessment to a satisfactory standard during this time. No academic penalty applies.
- The student does not receive credit for the assessment and issued with a zero score. However, the students must resubmit their assessment for diagnostic purposes and completion of a unit.

Furthermore, a student who assists another student unfairly may, at the discretion of the Leader of Learning, be treated in the same manner as those outlined above. In all cases of cheating or plagiarism, the Leader of Learning will notify parents/guardians of the offence and the intended action for resubmission. A record of the incident is made by the classroom teacher and the Leader of Wellbeing is notified to monitor any pattern.

## 2.7 Student Results

La Salle College formally reports on student achievement at the mid-point and end of each year long course. These reports will provide the following information:

- A course grade and percentage
- Exam score (where formally timetabled exams occur)
- Completed units of competency (VET courses).

A students' course grade is determined using evidence collected in assessment tasks throughout a course. Where a student has missed an assessment(s) and diagnostic data has been collected, a grade may be professionally determined by the Leader of Learning in line with the School Curriculum and Standards Authority grading descriptors to accurately report on student achievement.

Where a student in Years 11 or 12 has received a zero score during a course, this mark may be removed at the discretion of a Leader of Learning in consultation with the Deputy Principal 10-12 should it cause significant impact to the student's achievement.

## 2.8 Appeals

### 2.8.1 Appeals of Assessment Marks

If a student feels they have not been treated fairly by the teacher for a particular assessment item, then they may appeal to the relevant Leader of Learning. If there is still no satisfaction, they may make a further appeal to the Director of Pedagogy. The process for this appeal should be:

1. The student should contact their course teacher as soon as possible to address the concern and request feedback in terms of the marked piece of work.
2. If the student feels the matter has not been resolved, then the student should contact the relevant Leader of Learning. If the student has not contacted the teacher prior to this, the Leader of Learning will direct the student to the course teacher to seek clarity.
3. If the matter has still not been resolved to the satisfaction of the student and guardians, the student may make a written appeal to the Director of Pedagogy.

### 2.8.2 Years 11 and 12 Appeals of Grades

In years 11 and 12 assessment materials retained by the student are required by the College or School Curriculum and Standards Authority (SCSA) for confirmation of grades/levels, moderation purposes or should a student wish to appeal their assigned grade. Students should be aware that any discrepancy in final results can only be resolved if this material is available. Year 12 students must retain all assessed work until the end of December and Year 11 students must retain their work until February the following year.

If students feel they have a case for concern with their result and the appeal process in 2.8.1 has not resolved the matter to the satisfaction of the student and parent/guardian, the student has the right of appeal to the School Curriculum and Standards Authority. Year 11 appeals must be lodged with the School Curriculum and Standards Authority by early December and Year 12 appeals must be lodged by early November. Details of procedures can be obtained from the SCSA website at [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au).

## 2.8 Examinations

When attending examinations, students must adhere to the regulations that pertain to that examination as listed below. The invigilator will make regulations clear to the students.

Students must attend scheduled examinations. In exceptional circumstances, special arrangements may be made through the Deputy Principal 10-12. Participation in family holidays will not be considered an exceptional circumstance.

### 2.8.1 Absences from Examinations

- If a student is going to be absent on the day of an examination, contact must be made to the relevant Leader of Wellbeing prior to the start of the examination on the morning of the scheduled day.

- Any student who misses a formal school examination due to illness must provide a medical certificate to the relevant Leader of Wellbeing.
- If a student is absent on the day of the examination and does not provide a medical certificate for the absence a zero score is awarded.
- If the zero score impacts a student's ability to graduate alternative arrangements may be made at the discretion of the Principal.
- Students will not be able to sit examinations prior to the scheduled date.

### **2.8.2 Examination Procedures**

- Students are required to arrive for their examination at least thirty minutes prior to the start of the examination to make themselves familiar with seating arrangements.
- Only equipment essential for an examination can be taken into the examination room. This must be in a clear plastic container. Bags must be left outside. Except for water, food and drink are NOT permitted in the examination room.
- Mobile devices and smart watches/digital devices are not permitted in examination rooms.
- Supervisors will allow reading time at the beginning of each examination. No writing is allowed during this time.
- Strict silence is to be observed on entry and in the examination room at all times. If candidates require anything (e.g., paper, etc) during an examination, they must NOT leave their seat. They MUST raise their hand to attract the attention of the invigilator, who will then attend to their needs.
- Candidates are to remain in the examination room for the duration of the examination – they may not leave early.

### **2.8.3 Additional Examination Instructions for Years 10 – 12**

- Senior students come to school during exam time only when they have a timetabled exam. All students are expected to study at home if not sitting an examination. Study facilities will be made available at the College.
- Students must be seated in the examination room twenty minutes before exams commence. Students may only enter an exam room under the direction of an invigilator.
- As examination timetables are different from the normal College timetable, students waiting for examinations or studying at the College must be quiet and considerate and use the allocated study locations.
- Students must attend examinations in college uniform during normal school hours as directed by Deputy Principal 10-12.

### **2.8.4 Examination arrangements Years 10 to 12**

In line with normal upper school practice, students in Years 10 to 12 completing their end of semester examinations only need to attend school to complete their examinations. As normal classes have been suspended, students need not attend school when they do not have examinations. This is to allow students to have optimum time to study at home and complete required revision. It is also excellent preparation for students' WACE examinations which will follow a similar format at the end of Year 12. The College will exercise a duty of care for students while they are completing their exams at school. If

a student fails to attend an examination parents will be contacted.

Because there are no scheduled classes during examinations, the College cannot take responsibility for student movements outside of their scheduled examination times. Study rooms are made available for students who choose to study at school in between examinations.

Parents/guardians should make themselves aware of their son's/daughter's movements during the examination period. If a student comes to school late for an afternoon examination, or leaves school after a morning examination, the College is unable to monitor or provide supervision for these students or to take responsibility for their care.

A further reminder that students must attend the College in their full and correct uniform. Normal presentation regulations also apply.

## **2.9 Vocational Education and Training (VET) and Practical Courses**

### **2.9.1 VET Course Competency**

Failure to complete set tasks by the due date will be recorded as incomplete and parental contact made. Students may be given one further opportunity as per negotiation with the relevant teacher in line with Schools Curriculum and Standards Authority result deadlines.

It is an expectation that all students who are studying a VET certificate will attend school during the College examination periods until such times as their VET teacher has signed off indicating that they have successfully completed all competencies. Students and parents need to be aware that no holidays or work commitments should be planned during these times.

Any VET student who is also studying ATAR subjects will be entitled to study time prior to these exams. This will consist of the day immediately prior to the exam and the day of the examination itself. VET students are expected to be at school on all other days until such times as all work is completed to a satisfactory standard. Parents will be notified by email when this has occurred and attendance at school is no longer mandatory.

### **2.9.2 Practical Course Competency**

Failure to complete set tasks required prior to College events (e.g. Outdoor Education Camp) by the due date will be recorded as incomplete and parental contact made. Students may be given one further opportunity as per negotiation with the relevant teacher. A student's ability to attend College events such as camps and excursions may be impacted due to incomplete tasks where a student is required to demonstrate required skills/competencies.

### 3. REVIEW HISTORY

Year:	Reviewed By:	Amendments / Review
May 2020	Campbell Brown, Vice Principal	
December 2023	Jade Lori, Director of Pedagogy	

### 4. NEXT REVIEW

Year:	Responsible:
December 2025	Director of Pedagogy