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Year 10 Assessment Policy

Rationale

At Magdalene Catholic High School we are committed to the religious, social, physical and academic life of each student. Each person at Magdalene deserves an encouraging, and challenging school environment. In providing this, the school contributes to the building of a dynamic learning community.

As a community which attempts to foster independent learning, we encourage students to take responsibility for their own learning by implementing policies which are founded on a sense of justice, clear lines of communication and inclusion. Principles of fairness, consistency and equity inform our procedures which support Board of Studies principles for the awarding of grades for Year 10.
Year 10 Assessment Procedures

Introduction

Throughout Year 10, teachers will use a variety of tasks to measure outcomes as specified by their respective syllabus documents. Some of these tasks will be **Formal** Assessment Tasks. The marks awarded for the task are a snapshot of the achievements of the student in that subject at that time. Hence, Assessment Tasks in the latter part of Year 10 have a heavier weighting in deciding the final grade awarded.

**Informal** Assessment also informs teacher judgment throughout Year 10. Although a minor component, informal assessment does supplement information available to the teacher and therefore, it is important for students to realise that they must work consistently throughout the whole of Year 10. Failure to ‘participate fully in the experiences provided by the Course is a serious breach of Board Regulations and may draw an “N” (Non) Award for that subject.

Assessment Tasks

Assessment Tasks are used to measure a student’s achievement of course outcomes and to frame an overall picture of student achievement at the end of Stage 5. This ‘picture’ is described in each subject’s Course Performance Descriptors, as published by the Board of Studies, and contained in this Assessment Handbook following each subject’s description and assessment schedule.

Each Faculty at Magdalene has an Assessment Program that meets Board requirements. Assessment Task dates and weightings are published in this Assessment Handbook. Stage 5 Tasks contain an outline of the Outcomes to be assessed, a description of the activity(-ies) the student must undertake and the marking criteria being applied. Assessment tasks will be released to students via the school’s myclasses website. The tasks will be released on the date published in the accompanying assessment schedules.

Communication to Students

Assessment Task dates have been set at the start of the school year. These dates and weightings will be strictly adhered to, however, in exceptional circumstances, these tasks may have to be varied. Students will be informed of the nature, date and value of the tasks well beforehand as well as any changes to the marking criteria. In all circumstances, the best interests of the students will be the determining factor in any decision to change assessment tasks. This decision will be made in conjunction with the Subject Coordinator, Curriculum Coordinator and the Assistant Principal.

Student Performance

After each Assessment Task, students will be given information about their performance. This could include a mark, grade and/or an extensive comment which relates to a Performance Band which the Faculty has created for that task.

Extensions for Assessment Tasks

Students who feel for various reasons that they are not able to complete a task in the given time allocated may request an extension of the task due date. They will be required to contact the Curriculum Coordinator and fill in the appropriate request form. The Curriculum Coordinator will then consult with the KLA Coordinator at which point a decision will be made. The student will then be informed of this decision. **NOTE:** EXTENSIONS WILL ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES. Poor planning and lack of effort are not sufficient reasons for an extension.
Procedures for Illness, Late or Non-submission and Dishonesty.

1. Any student faced with an exceptional circumstance should consult with the KLA Coordinator of the subject at the earliest opportunity. In the case of misadventure, on the morning of return to school, the student should consult with the Year Coordinator, who will issue a Non-submission Form.

2. A student who fails to present an assessment task will be expected to obtain a Non-Submission form from the Year Coordinator immediately upon their return to school. If the reason for non-submission is accepted, the student will complete the task at the earliest possible time. In the event of an unsatisfactory response, a zero notification letter will be issued and an “N” Determination Letter may also be issued. The student will receive a ZERO mark for this task. For the purposes of measuring outcome attainment, the student will still be required to complete the task. The most appropriate time for completing this task may be deemed to be during After-School Detention.

3. In the case of illness, a Doctor’s Certificate MUST be attached as supporting evidence. The task is then handed to the KLA Coordinator, together with the form and the attached documentation. In the case of ‘other misadventure’, supporting documentation may be requested.

4. All forms must be returned, along with any supporting documentation, within 24 hours of the student’s return to school.

5. The KLA Coordinator, together with the Curriculum Coordinator, will decide on the relative merits of the non-submission claims and make a judgment on whether it is accepted or rejected.

6. Any student deemed to have cheated or aided another student in cheating, will be awarded a mark of zero and a zero notification letter will be issued.

7. Any student who does not make a serious attempt at an assessment task will be deemed to NOT have completed the task and may be awarded a zero result and be asked to resubmit the task.

8. Deliberate and extensive plagiarism will be deemed by the KLA Coordinator to be cheating and awarded a mark of zero and a zero notification letter will be issued.

Warnings

1. If a student appears to be not meeting the requirements of the course, whether through failure to submit tasks, poor attendance patterns or non-participation in compulsory activities, the Principal will issue an “N” Determination Warning Letter.

2. This Warning Letter will either be placed in the student’s hands or sent by ordinary mail to the student’s home address as recorded by the school.

3. Students must be aware that a ‘Warning’ letter issued by the school on behalf of the Board of Studies is a serious situation. On receiving a third warning letter, the student may lose credit of that subject for Year 10.

Parents will be required to acknowledge receipt of the Warning and may be requested to attend a meeting with the Principal or designated person such as the Curriculum Coordinator, Year Coordinator or Assistant Principal.

The Grading System

Whilst the Year 9 course is not directly assessable for Year 10, the skills and basics are necessary to successfully complete the Year 10 course. Grades for all courses will be based only on tasks completed during Year 10. Students must be fully aware that consistent and conscientious effort is required throughout the Year 10 course.

A grade of A - E will be allocated to each student in each subject at the conclusion of the Year 10 course. These grades will be based on student’s performance throughout the course and will be
related to the Course Performance Descriptors which are a series of summaries of student achievement. The Course Performance Descriptors describe ‘typical’ student performance at various levels.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Extensive Achievement</td>
</tr>
<tr>
<td>B</td>
<td>Thorough Achievement</td>
</tr>
<tr>
<td>C</td>
<td>Sound Achievement</td>
</tr>
<tr>
<td>D</td>
<td>Basic Achievement</td>
</tr>
<tr>
<td>E</td>
<td>Elementary Achievement</td>
</tr>
</tbody>
</table>

At Magdalene, the following procedure is used when allocating Year 10 Grades.

1. Establish an assessment program that consists of a number of assessment activities.
2. Ensure that the assessment activities cover the full range of outcomes.
3. Determine the weightings or relative importance of each activity.
4. Award marks for each completed activity.
5. Combine the marks awarded in each activity to obtain a total mark for each student.
6. On the basis of these marks, determine the order of merit for the group.
7. Refer to the course performance descriptors to relate the order of merit to grades awarded.
8. Review the grade awarded to each student to make sure that no anomaly has occurred. The order of merit obtained by the summation of marks may require adjustment after consideration of students' achievement at or near each grade cut-off. Where necessary, an on-balance professional judgement may be made to ensure that the grade allocated is a true reflection of their achievement.

All marks are placed in a database by staff and kept centrally on the school server. It is the KLA Coordinators responsibility to maintain and monitor the accuracy of the markbook.

**Student Appeals & Review**

A student who believes that the grade allocated to them at the end of the year in relation to the Course Performance Descriptors is not correct, on the basis of the performance feedback during the Course, may seek a School Review.

Any appeal of this nature must be made in the two weeks immediately after the receipt of the grade. It must be in writing and addressed to the Principal.

If a review is requested it will be conducted by a panel of:

- The Curriculum Coordinator
- The Year 10 Coordinator
- The KLA Coordinator

In conducting a Review, the panel will determine whether:

(a) The procedures used by the school in determining ‘best fit’ in Performance descriptors, conform with the stated assessment program.

(b) There are no computational or clerical errors in the determination of the Assessment Mark.

The Principal reserves discretionary power in the case of an Appeal.

Provided the school is satisfied that these conditions have been met, no change to the Grade can be made.