The School’s Responsibilities

Each course will have its own assessment schedule developed within the guidelines provided by the Board of Studies. The Board requires all students to follow an assessment program and have an assessment mark submitted irrespective of the number of units in which they may be enrolled.

This means that teachers are required to:

- set tasks to measure student performance in each component of the course;
- specify the relative value of each of these tasks;
- provide information on what is to be assessed;
- provide information on how they will be assessed;
- keep records of each student’s performance on each task;
- provide students with information on their progress;
- the range of tasks used in the assessment will vary from course to course and may cover:
  - tests which may take a written, practical, oral and aural form
  - class and/or homework assignments, including essays and practical tasks
  - projects of varying degrees of length and complexity
  - oral presentations

Head Teachers are required to:

- ensure tasks meet Board of Studies requirements for courses;
- ensure students sign when a task is submitted;
- ensure students sign when a task is returned;
- record marks on faculty system before marks are returned;
- ensure Board of Studies Warning Letters are issued when appropriate or in accordance with Point 10 in this section.

Notice of Tasks:

- Students must be given at least two weeks notice of the exact date of the task.

Student Feedback

Students will be given feedback on their performance (e.g. mark, position) as soon as possible after the completion of the task.

- Students and parents will be advised in writing when zero marks are awarded.
The Award of “Zero Marks”

A zero mark is noted as a non-attempt for a particular course and can be awarded in two instances:
- non-presentation of a task without approved reason;
- an attempt to gain unfair advantage (malpractice).

Non Presentation/Non Attempt
If a task is not attempted or submitted by the due date and the student is not exempt, the student will be awarded a zero mark.

Malpractice
It is expected that work submitted in fulfilment of Assessment requirements shall be the student’s own work. Examples of malpractice beyond this would include:

- Plagiarism – excessive use of other sources, not acknowledged.
- Copying – using the work of another person and submitting it as your own
- Not own work – having someone else complete the task
- Falsifying receipt documents
- Offering false documentation in support of an appeal
- Cheating during a test or exam
- Misbehaving during exams

Where the teacher responsible for a task has reason to suspect malpractice, this should be brought to the attention of the Head Teacher. If the Teacher and Head Teacher are in agreement then the student shall be awarded a zero mark for the task and given a full explanation of the decision. The student may then proceed through established appeal procedures.

During any assessment task / exam if a student does any of the following:

- Does anything that disrupts the task or disturbs another student
- Communicates with another student
- Looks at another student’s work
- Takes into the room any books, notes, papers or equipment other than what is allowed by the supervising teacher
- Makes a non-serious attempt
- Cheats in any way
then a zero mark will be awarded.

Lateness

Students need to be on time for examinations and assessment tasks. If a student arrives late during an examination/assessment task without a valid reason he must undertake the task in the remaining time.

If lateness is for a valid reason and supported by evidence, the student will be allowed the normal length of time.
Extensions

Students who are unable to present for an out of class assessment task / assignment for valid reasons may apply to the teacher for an extension prior to the due date for submission of the task. Requests for extensions are to be made in writing. A negotiated extension could be expressed in terms of maximum marks, mark penalties and deadline times as determined by the teacher concerned in consultation with the Head Teacher.

Board of Studies Warning Letters

Boards of Studies warning letters are issued to students who are not meeting course requirements.

Course requirements are that the student:

- follows the course developed or endorsed by the Board; and

- applies themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school;

- achieves some or all of the outcomes.

These letters are a warning to students that they are in danger of failing the course.

If a student is awarded a zero mark for a task or has not attempted the task, they may be at risk of not meeting the assessment requirements for a course. In this case, the student will also be sent a Board of Studies warning letter.

When a Board of Studies warning letter is required, the school will:

- advise the student in writing with Board of Studies warning letters (Teacher and Head Teacher);
- ensure Board of Studies warning letters are sent to parents informing them their son has missed an assessment task and informing them if attendance and performance have been unsatisfactory (Head Teacher);
- ensure that written acknowledgement from the student and his parent(s)/guardians(s) is requested;
- ensure a copy of the Board of Studies warning letter is placed on the faculty file and on the student’s central file.

When a first warning letter is sent, the Head Teacher will arrange a meeting with the student and parents to discuss the student’s progress in that subject;

When a second warning letter is sent, the Head Teacher will arrange a meeting with the Deputy Principal, the student and parents to discuss the student’s progress in that subject;

If a student has two active Board of Studies warning letters, the student may be awarded an ‘N’ determination in that course. If the letters remain active following
the interview with the Deputy Principal, the Head Teacher will organise an interview with the Principal, the student and the parents to discuss the award of an 'N' determination in that subject.