



PROCEDURAL GUIDELINES PAPER	
These guidelines, notes or procedures should be read in conjunction with the following Policy Statement.	
POLICY NAME	Assessment
POLICY CODE	C

YEARS 7-9

A.B. Paterson College values the importance of providing a balanced and effective assessment regime that meets the educational needs of each child. This assessment will assist teachers and the College in monitoring the progress of students, adjusting learning programmes to ensure all students have the opportunity to achieve the intended outcomes, and reporting student achievement to parents. Assessment procedures must, therefore, be fair, valid and reliable.

An Assessment Calendar is provided to all students in Years 7 - 9 within the first two weeks of each Semester.

Dates for all assessment items are clearly outlined in this document for all subject areas. It is the student's responsibility to ensure that all assessment items are submitted on, or by, the due date.

The process by which the College will conduct assessment is defined in this paper.

The key purpose of this Procedural Guidelines Paper is to ensure fairness to all students and provide clarity as to College expectations for assisting our students.

The two key features of ongoing assessment as defined by the *Teaching for Understanding* framework are:

- Establishing the assessment criteria;
- Providing feedback to allow students to improve their understanding.

The assessment regime for a subject will be provided to students at the commencement of the course. This will include type of assessment, timing of assessment and relative weighting.



LATE ASSIGNMENT & NON-SUBMIT PROCEDURES

1. Assignments are due on the day specified. All assignments should be submitted to the appropriate DropBox and the linked *Turnitin* account. A hard copy of the draft may also be requested at the teacher's discretion.
2. Regular progress checks will be made during assignments, and any student failing to maintain satisfactory progress will be referred to the Head of Faculty for remedial action.
3. Where students are absent from school on the due date, the assessment item is still required to be submitted to the appropriate DropBox, or via email, by the due date.
4. Faulty technology is not considered a reason for non-submission without overwhelming evidence of work done and work lost.
5. If a student fails to submit an assignment, and there is no cause for an extension, a detention will be set by the classroom teacher and the last draft submitted will be marked.

DRAFTING

The Drafting process is a key element of ongoing feedback that is valued at the College. The purpose of a draft is:

- To review student work in order to provide ongoing feedback to allow our students to develop their understanding of the subject specific skills, concepts and principles, and make improvements to their assignment response;
- Provide a consultative process, in which teachers use the rubrics to enable students to understand the marking criteria and avenues required for improvement.

The Drafting process will be as follows:

1. The teacher will outline the assignment;
2. The teacher will generate an understanding of the criteria for assessment;
3. Written or verbal guidance will be given as part of the ongoing assessment process, while students work on their assignment in class;
4. This advice may be extensive, but should be geared towards improving understanding, as opposed to direct input into the content of an assignment;
5. Where appropriate, a summary of feedback and advice given may be made to the whole class;
6. Peer reviewing of work is encouraged;
7. Students will submit an initial copy of their work by a given date;
8. The draft submitted by a student should be their best effort and complete;
9. Drafting feedback should ask the student to reflect on strategies they might use to refine and improve their work, to meet the marking criterion for the associated schema or rubric;
10. Students and teachers may conference on this matter as necessary, once this has happened; and
11. Students will submit a final copy of their work by a given date.



FINAL SUBMISSION

1. The expected turn-around time for marking an assessment is three working weeks. Feedback will then be provided to students within a week of marking.
2. All assessment items may be taken home by the student, for a period designated by the teacher, to allow perusal of feedback. All files should be returned by the due date for archiving, or may be kept by the student as instructed by the teacher. A covering sheet will require parents to sign that they have been given the opportunity to view the assessment item.

Students must complete the College's structured educational and assessment program for a subject in order to be eligible to receive a grade, unless there are exceptional and justifiable circumstances.

CHEATING, COLLUSION AND PLAGIARISM

1. All drafts and final assignment should be submitted to the appropriate DropBox and Turnitin. A hard copy of the draft may also be requested at the teacher's discretion.
2. Students shown to have cheated, colluded or plagiarised in assessed work, or in examinations, will be required to resubmit the task.
3. Collusion is when a student submits work that is not their own for assessment.
4. Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, a work is essentially copied.

TEST AND MODERATION PROCEDURES

EXAMINATIONS

1. Students should place all items not necessary for the completion of the exam/test at the front of the room, *before* they sit at their desks.
2. Once students enter the examination room, they are under examination conditions and absolute silence must be maintained. Talking, or non-verbal communication, other than with the supervising teacher will be deemed a serious breach of procedure.
3. Students are not to open the exam/test papers until told to do so.
4. During perusal time, a student may not touch any equipment, or write on any test response book or paper.
5. At the end of the exam, all students must respond quickly and simultaneously to the "Pens down" directive. The examination/test is not complete until all papers are collected, and silence is to be maintained until collection is complete; any breach of this protocol will be deemed a serious breach of procedure.
6. If a student is absent for an exam, then they will sit that assessment at the next available opportunity.



SPECIAL PROVISION:

The Head of Faculty may modify assessment and examination requirements, in conjunction with the Learning Support Co-ordinator, to enable a student with a permanent or temporary disability, or a student with specific learning difficulties, to demonstrate achievement.