

“Serve Him in Others”

ST JOSEPH’S COLLEGE

ASSESSMENT POLICY

Policy Statement:

Students will be assessed so that their progress can be monitored and/or recorded for appropriate communication and certification.

Assessment is employed to monitor learning progress and allow students and their families to be notified through reports of the student achievements.

- Assessment tasks are set with relevant and clear objectives.
- Reports will be provided to inform parents and students of progress and achievements in work studied.

Gospel Values Linked to this Policy:

Truth, learning, dignity, justice, service, community, tolerance, honesty.

(July 2013)

GUIDELINES TO ENACT THIS POLICY:

Definitions:

Formative Assessment

Formative assessment occurs when assessment, whether formal or informal is primarily intended for, and instrumental in, helping a student attain a higher level of performance.

Summative Assessment

Summative assessment is formal assessment designed to indicate the achievements of a student. It is geared towards reporting at the end of units of work, especially for purposes of certification.

- Assessment tasks should be carefully planned, explicit, and valid so that all students are given opportunities to succeed.
- Requirements for formal assessment should be clearly outlined and communicated.
- Tasks set in an assessment instrument should be achievable yet demand effort. Procedures should be adopted so that these are understood by the students.
- The variety of assessment techniques should reflect the objectives of the course.
- The timing of assessment should be balanced within units and take into account the requirements placed on the student by other disciplines.
- Teachers should ensure identification of clear and precise content, skill, and process objectives relevant to the subject and the major tasks of that subject.
- For a task which is to be completed over an extended time, an outline of a series of structured steps to be undertaken by students should be given.
- A major part of extended tasks should be completed within class time.
- The teacher should ensure students receive timely and relevant feedback on assessment instrument.

PROCEDURES LINKED TO THIS POLICY:

1. Students will be given a unit outline with an indication of assessment instruments and due dates at the beginning of each semester.
2. Exam Block timetables are given to students as soon as possible – outlining the day, time and length of the exam.
3. Assessment instruments will include conditions under which they should be completed and carry a list of the criteria which will be used to assess the student. Due dates will be confirmed as early as possible.
4. All due dates are to be entered by students on the Glance Planner provided in the Student Diary. This ensures each student has awareness about the balance of assessment across the semester and can plan their time appropriately.
5. If a due date for a draft assignment is included on the task sheet as a condition it is **highly recommended** that students submit a draft in order to receive feedback from the teacher.
6. Students are to complete and submit **all** assessment tasks by the set date/time. In addition:
 - a. **In the case of Oral assessment, ALL students are to submit a hard copy of their oral, as well as a print out of any Multi-Media component they will use to assist their oral assessment, on the commencement date of that oral assessment task.**

7. In case of a student who is unable to present work **due to absence** on the due date, the following procedures apply:
- a. The assessment task is to be:
 - (i) submitted to the student entrance by their parents by 9:00am of the due date of the assessment item.

Or

 - (ii) e-mailed to the student entrance before 9:00am of the due date of the assessment item.
 - b. Exemption or extension may be given after consultation with the subject coordinator or, if needed, the Assistant Principal-Curriculum. Circumstances which may warrant these are:
 - (i) prolonged illness prior to the due date (a medical certificate will be required);
 - (ii) compassionate grounds

Where possible, requests for extension on the approved form are to be made three (3) school days prior to the due date for that assessment item.

Students who are absent with permission or who are given exemption for assessment instruments will be awarded a result at reporting time based on other work presented during the semester. In some instances an assessment instrument may be required to be attempted and presented by the student so that a result can be given. This may require a 'Deferment' of results until an assessment instrument can be completed.

8. If a student does not submit an assessment piece or receive an extension/exemption a student will be required to attempt the assessment task at the first available opportunity as directed by the teacher and it will be considered a late assessment instrument.
9. Because assessment instruments are designed to test elements of content, skill and process, students who submit work at a time later than the required time will have appropriate action taken as detailed in 10 below.
10. In the situation where no extension/exemption has been granted and all special consideration avenues have been exhausted, a late assessment instrument (submitted/performed after due date) will be treated as follows:
- Instrument will be marked and graded with feedback supplied to the student as part of their learning.
 - The result will be recorded as Late/Grade on student's folio.
 - In cases of non-submission of student responses to assessment instruments, standards are not awarded when there is no evidence.
 - Significant Non-Submission of Assessment Items could result in no Report Level of Achievement being awarded to the student.

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