SCHOOL ASSESSMENT POLICY

Preamble
The school assessment policy provides a clear framework for both staff and students to negotiate the completion of student work. All students will receive a subject outline and assessment structure for each subject.

Overview
Assessment assists teachers and schools in:
• Monitoring the progress of students and diagnosing learning difficulties
• Adjusting programs to provide students with the opportunity to achieve intended outcomes
• Developing subsequent learning programs
• Reporting student achievement to parents and students
• Whole school and system planning, reporting and accountability procedures
• Assessment procedures should be fair, valid, educative, comprehensive and explicit.

Communication with Parents
The school will communicate with parents in a variety of ways. These include:

1. Regular ongoing communication through:
   • Annotations in the student’s diary
   • Telephone conversations
   • Letters of commendation
   • Letters of concern, where a student does not complete an assessment task, or where the level of achievement places the student at risk
   • Progress reports. This will occur when the student is at risk, and can be initiated by teachers or parents
   • School newsletter
   • Parent interviews and parent evenings
   • Sending home selected and annotated work samples, including portfolios.

2. Whole School Reports
A formative report will be issued to all students at the end of term 1 and 3. This will provide information on record of attendance, approaches to learning, formative results and formative teacher comments.

Students will receive two summative reports at the end of term 2 and 4. This will provide information on record of attendance, approaches to learning and academic achievement for the semester. Year 12 students will not receive a report in term 4.

Student Responsibilities
• Complete the prescribed work requirements in each subject by the last date for submission
• Complete all assessment tasks outlined in the subject assessment structure
• Maintain a good record of attendance, conduct and progress – a student who is absent for 5 days or more is considered to be at risk
• Absence from school on the day that an assessment task is to be submitted must be explained by one of the following:
  1. A note from a parent/caregiver
  2. A medical certificate – if a second assessment task deadline is missed a medical certificate must be provided.

Absence from Class/Missed Work
If a student is absent from class, his/her ability to achieve his/her potential is diminished. Extended periods of absence are likely to result in lower levels of achievement. Absences may result in a student not meeting the requirements of a subject and therefore assessment will be deemed as unfinished, or assessed as failing. All achievement by a student must be demonstrated to the teacher.
Late Assignments/Late Task Completion
Assessment tasks that are submitted late may not be assessed. However, a teacher at his/her discretion may accept late assessments from students who have had exceptional circumstances. Students are advised to submit assessment tasks on time regardless of whether or not they are complete as an incomplete assessment can still be graded. Failure of technology is not an excuse.
If a student has an excursion on the day that an assessment task is to be submitted they must make arrangements for the task to be submitted before the last date for submission or handed in to the teacher before school on the day of the excursion.
A student who is absent due to illness on the day that an assessment task is to be submitted will not be penalised, however, he/she must submit the assessment task to the teacher in their next class after they return to school. A medical certificate may be required to be submitted. If a student is regularly absent on the day an assessment task is to be submitted, then late submission of the task may not be accepted.

Extension
A student may be granted an extension to the due date in extenuating circumstances. If a student is having problems completing an assessment task, he/she must discuss this with the teacher well before the due date. Requesting an extension on the last day for submission will generally be refused.

Cheating, Collusion and Plagiarism
Students who have cheated in assessed work or in examinations will receive a failing grade for that assessment or examination.
If a student submits work that is not his or her own for assessment he or she will automatically receive a failing grade for that assessment. Furthermore, all students involved in the collusion will also receive a failing grade. If the work that is not the original product of the student is submitted for assessment (that is, copied from some other source), the work will receive a failing grade.

Verification of Work
The teacher may refuse to assess student work if he/she is not completely satisfied that it is the student’s own work. It is the student’s responsibility to demonstrate to the teacher the achievement of the required outcomes.

ACADEMIC HONESTY POLICY

Rationale
The Melbourne Declaration on Educational Goals for Young Australians states:
... education equips students with the knowledge and understanding, skills and values to take advantage of opportunity and to face the challenges of the current era with confidence.
The wellbeing of the school community depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavour. The foundation for a student’s success is that he or she must engage in an honest pursuit of knowledge. Academic honesty requires that a student produces work that is their own. In contrast, academic dishonesty is a student’s attempt to claim and show possession of knowledge and or skills that he or she does not possess.

Purpose
To ensure consistency of understanding regarding Academic Honesty and the processes attached to this across Murray Bridge High School.

Academic Dishonesty
The following actions are reflective of academic dishonesty:
a. Plagiarism: This is defined as the representation of the ideas or work of another person as a student’s own.
b. Collusion: This is defined as allowing one’s work to be copied or submitted for assessment by another.
c. Duplication of work: This is defined as the presentation of the same work for different assessment components across different subject areas.
d. Using notes, aids or another student’s assistance to complete a test, project or other assignment in a way other than that expressly permitted by the teacher.
e. Cheating: This is defined as looking at another student’s test, answer sheet or other materials, or talking during a test.
f. Copy from or allow another student to copy from a test, homework or other course work that is not intended to be collaborative in nature.
Responsibility of students and parents, teachers of Murray Bridge High School

Students are expected to:

a. Present work which reflects their own honest effort
b. Where appropriate, formally acknowledge the contribution others may make to the development of ideas used in their work
c. Verify that work submitted is their own work
d. Comply with all internal school deadlines
e. Be familiar with and adhere to their responsibilities under the SACE Policy “Ethical Conduct of Research”.

Teachers are expected to:

a. Be familiar with and adhere to their responsibilities under the SACE Policy “Ethical Conduct of Research”
b. Teach students when and how to reference the work of others, using the Harvard referencing system
c. Teach students the difference between academic collaboration and collusion; and between academic honesty and dishonesty
d. Plan student work so that it is difficult for academic dishonesty to occur undetected
e. Exercise professional judgement in differentiating between intentional and unintentional breaches of these guidelines
f. Act on intentional breaches of these guidelines
g. Document breaches of Academic Honesty in EDSAS Anecdotal Comments (code AC – breach of Academic honesty)

Parents are expected to:

a. Help their child to understand the school’s Academic Honesty Policy
b. Ensure their child completes their own work
c. When helping their child with assignments, ensure that the work remains their own
d. Demonstrate to their child that they value academic integrity
e. Encourage their child to practise academic integrity throughout their years at Murray Bridge High School
f. Support the imposition of consequences if the Academic Honesty Policy is breached.

Murray Bridge High School is expected to:

a. Make available to all students, teachers and parents a copy of the school’s Academic Honesty Policy
b. Facilitate ongoing conversations and reflection about the Academic Honesty Policy in line with the Australian Curriculum and SACE Guidelines
c. Administer fair and consistent consequences for off of the Academic Honesty Policy
d. Maintain records of Academic Honesty Policy breaches

Processes

Teacher’s actions if academic dishonesty is detected:

• Talk to the student about the nature of the breach of the Academic Honesty Policy and explain that section of the work will receive a zero
• Give them the opportunity to re-submit work when completely rewritten. The rewriting must be done in the student’s own time
• Notify the parents when a breach has occurred
• The teacher will accept and mark the student’s resubmission, as if the plagiarised piece had not been handed in within the set deadlines determined by the teacher
• Disciplinary action in line with school’s behaviour management policy and after school detention will be administered for continued breaches
• Monitor and review student’s work for breaches of the Academic Honesty Policy. eg. use available software

NOTE: Work that has been submitted for external marking in subjects within SACE and found to be in breach will not be able to be resubmitted.