

# ST FRANCIS CATHOLIC COLLEGE, EDMONDSON PARK

A Diocesan College in the Edmund Rice Tradition

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## RoSA STAGE 5 ASSESSMENT POLICY

### INTRODUCTION

Assessment is the process of identifying, gathering and interpreting information about a student's learning. The central purpose of assessment is to provide information on student achievement and progress and set the direction for ongoing teaching and learning.

Stage 5 Assessment is directly related to the New South Wales Education Standards Authority (NESA) Record of School Achievement (RoSA) as NSW schools are required to submit grades using the Common Grade Scale (A-E) and Course Performance Descriptors at the end of Year 10.

This Policy has been developed to ensure staff and students of St Francis Catholic College meet the requirements of the NESA Record of Student Achievement and compliance requirements of the CEDoW, NESA and the Australian Education Act 2013. In particular, this Policy has been written in response to the CEDoW Assessment and Reporting Policy.

### CONTEXT

St Francis Catholic College is a Diocesan P-12 Catholic school in the Edmund Rice tradition in the Parish of Mary, Mother of the Church, Macquarie Fields at Edmondson Park. The College motto encourages all members of the community to grow and develop 'open minds and open hearts' through opening their minds to enriching new learning experiences, and through opening their hearts by being faith filled people of integrity, courage, compassion, inclusion and justice.

### PURPOSE

St Francis Catholic College is committed to enhancing and encouraging students' achievement of learning outcomes. The Stage 5 Assessment Policy is designed to ensure consistency in assessment throughout the College and to ensure that all of our students progressively develop their skills and knowledge in a collaborative and supportive environment.

Assessment at St Francis Catholic College encourages progressive development of skills and knowledge while ensuring:

- consistency across subjects and courses;
- fairness in marking and reporting;
- coordination of assessment programs to ease the load on students.

Assessment tasks are designed to measure performance against course outcomes. Assessment tasks may include:

- tests which may take a written, practical and oral form;
- class essays, research tasks, assignments, portfolios, log books;
- practical tasks and major works;
- fieldwork and projects.



Teachers must be satisfied that the work presented is the student's own, particularly in tasks that require work to be done at home, and that any help that the student has received has been acknowledged (referenced). Malpractice (including copying someone else's work or breaching school examination rules) is taken very seriously at St Francis Catholic College.

The Assessment Certification Examination (ACE) website provides pertinent information regarding the rules and procedures set by NESA for secondary education in New South Wales. ACE explicitly outlines the criteria for satisfactory completion of courses:

*"To have satisfactorily completed a course, students will have -*

- ☐ *followed the course;*
- ☐ *applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and*
- ☐ *achieved some or all of the course outcomes."* [ACE 4016]

Therefore, this Policy is designed to outline the requirements developed by the College to ensure students satisfactorily complete the courses studied across Stage 5.

## **1.0 GENERAL EXPECTATIONS FOR STUDENTS**

Students must:

- 1.1 adhere to the [SFCC Attendance Policy](#).
- 1.2 ensure their attendance rate remains above 85% for each course.
- 1.3 ensure that the [Application for Foreseeable Absence - Year 9](#) is completed and submitted to the College Principal for approval for any known period of absence. The form must be submitted at least FOUR weeks prior to the student commencing the known period of absence.
- 1.4 demonstrate sustained diligence and effort in each course and participate in all lessons constructively.
- 1.5 ensure all assessments, homework and set tasks are completed to the best of their ability.
- 1.6 read the [Year 9 2019 Assessment Handbook](#).
- 1.7 adhere to the Assessment Program for each course.
- 1.8 write the Formal Assessment Task due dates in their Student Diary.
- 1.9 meet all assessment deadlines or they will be penalised in accordance with this policy.
- 1.10 follow the instructions outlined in the Assessment Notification regarding the submission of the task.
- 1.11 submit all hard copy Formal Assessment Tasks in person to the subject teacher. If the subject teacher is absent, the task must be submitted to the KLA Leader.
- 1.12 submit all electronic Formal Assessment Tasks by 8.30am on the due date regardless of illness on the day.

- 1.13 ensure they do not submit an electronic Formal Assessment Task on a storage device.
- 1.14 retain a copy of all completed Formal Assessment Tasks.
- 1.15 manage their time to ensure tasks are not left to the last minute. Technology malfunction cannot be used as a reason for submitting a task late.

## 2.0 GENERAL EXPECTATIONS FOR TEACHERS

Teachers must:

- 2.1 adhere to the [SFCC Attendance Policy](#).
- 2.2 distribute an [Notification of Formal Assessment Task](#) for each formal task electronically and by hard copy.
- 2.3 inform students in the Assessment Notification how to submit the task. For example, via Google Classroom or in-class submission.
- 2.4 ensure a [Change of Formal Assessment Task Submission Date](#) form is distributed to students prior to the amended due date.
- 2.5 provide meaningful, descriptive feedback to students for each Formal Assessment Task.
- 2.6 ensure they keep a record of when students submit a task electronically or hard copy.
- 2.7 use the Stage 5 Course Performance Descriptors to determine Stage 5 grades.

## 3.0 UNFORESEEABLE ABSENCE FOR FORMAL ASSESSMENT TASK

- 3.1 Students and Teachers must follow the [Year 9 Unforeseeable Absence Procedure](#) if they are unable to submit a Formal Assessment Task on the due date.

## Year 9 Unforeseeable Absence Procedure

*Please note: All Formal Assessment Tasks that are required to be submitted electronically must be done so by 8.30am on the day the task is due, regardless of illness on the day.*

### STEP 1

#### **Student/parent to notify relevant class teacher**

- Student/parent must notify relevant class teacher by email (see Staff Email Directory on the College Website) on the day of the task.
- Class teacher must notify relevant KLA Leader and enter on Diocesan eSIS.



### STEP 2

#### **Obtain documentation relating to reason for absence**

- Illness – a Doctor's medical certificate will be required covering the absence.
- Other documentation such as police reports in the case of accidents, hospital documents for family illness or other equivalent professional (objective) documents may be considered.
- Exceptional circumstances – please contact Leader of Learning.



### STEP 3

#### **Parent/Carer to complete and submit Year 9 Illness/Misadventure Form**

- Student/parent complete a Year 9 Illness/Misadventure Form
- Attach documentation from Step 2
- Submit form and documentation to relevant class teacher
- Class teacher must attach documentation to Diocesan eSIS entry
- This must be done before the commencement of the student's first period on the day of their return to the College.

*Please note: Documentation provided must cover all days absent from the College up to and including the task date OR from the task date until the day before returning to College.*



### STEP 4

#### **Relevant KLA Leader to process form**

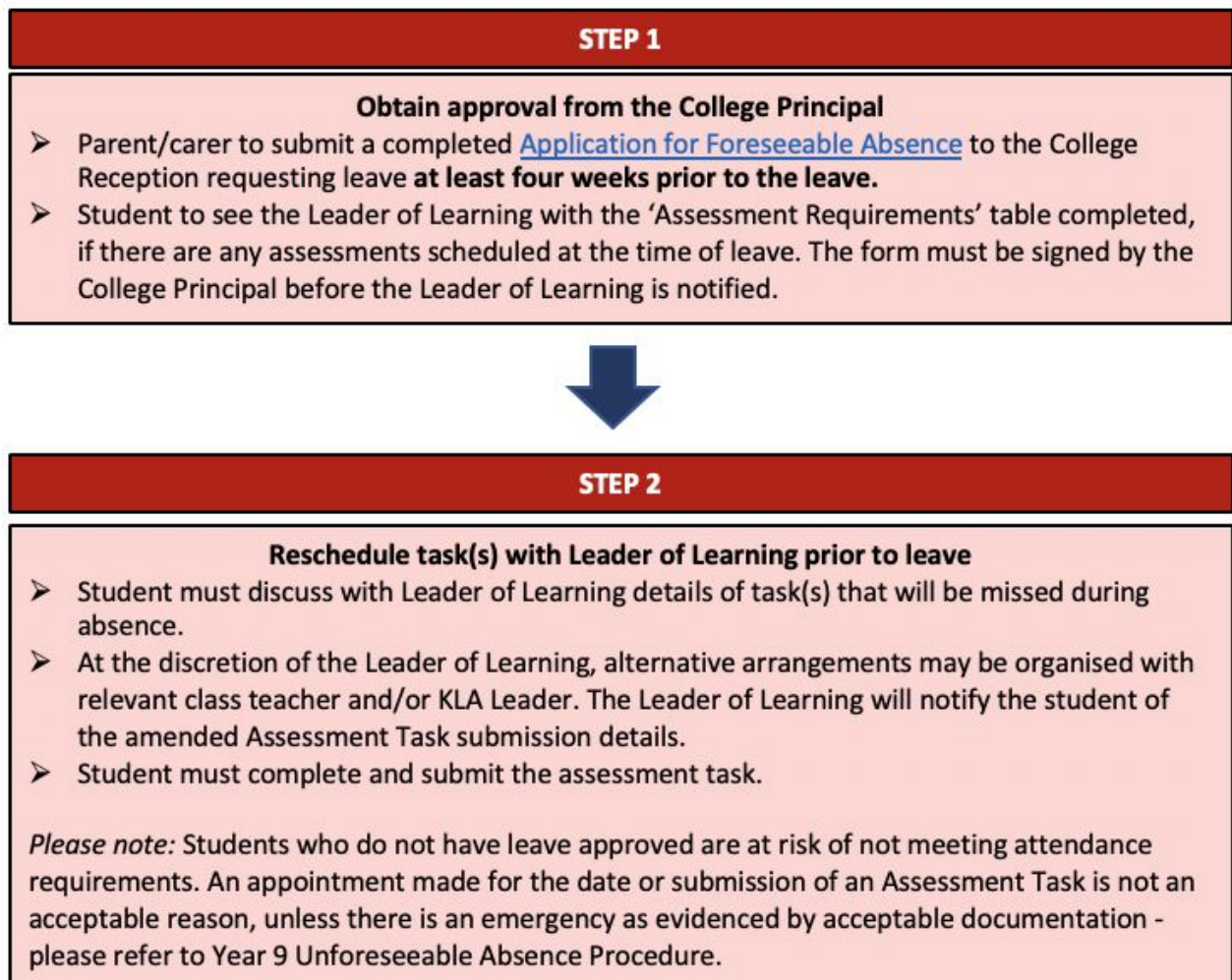
- KLA Leader will process the form and review documentation.
- KLA Leader will notify student and Class Teacher of result which may include an alternative date of submission.
- KLA Leader will notify Year Coordinator, Leader of Learning and AP Teaching and Learning via Diocesan eSIS.



## 4.0 FORESEEABLE ABSENCE - LEAVE FOR FORMAL ASSESSMENT TASK

- 4.1 Students and Teachers must follow the [Year 9 Foreseeable Absence Procedure](#) if they are aware they will be absent on the submission date for a Formal Assessment Task.

### Year 9 Foreseeable Absence Procedure



## 5.0 EXTENSIONS

- 5.1 Under exceptional circumstances the Leader of Learning may grant an extension on Formal Assessment Tasks.
- 5.2 Students must complete the [Application for Extension of Formal Assessment Task form](#) and submit to the Leader of Learning a minimum of three days prior to the due date of the submitted task.
- 5.3 Leader of Learning must notify the relevant KLA Leader and subject teacher regarding the application for extension on Formal Assessment Task and outcome.

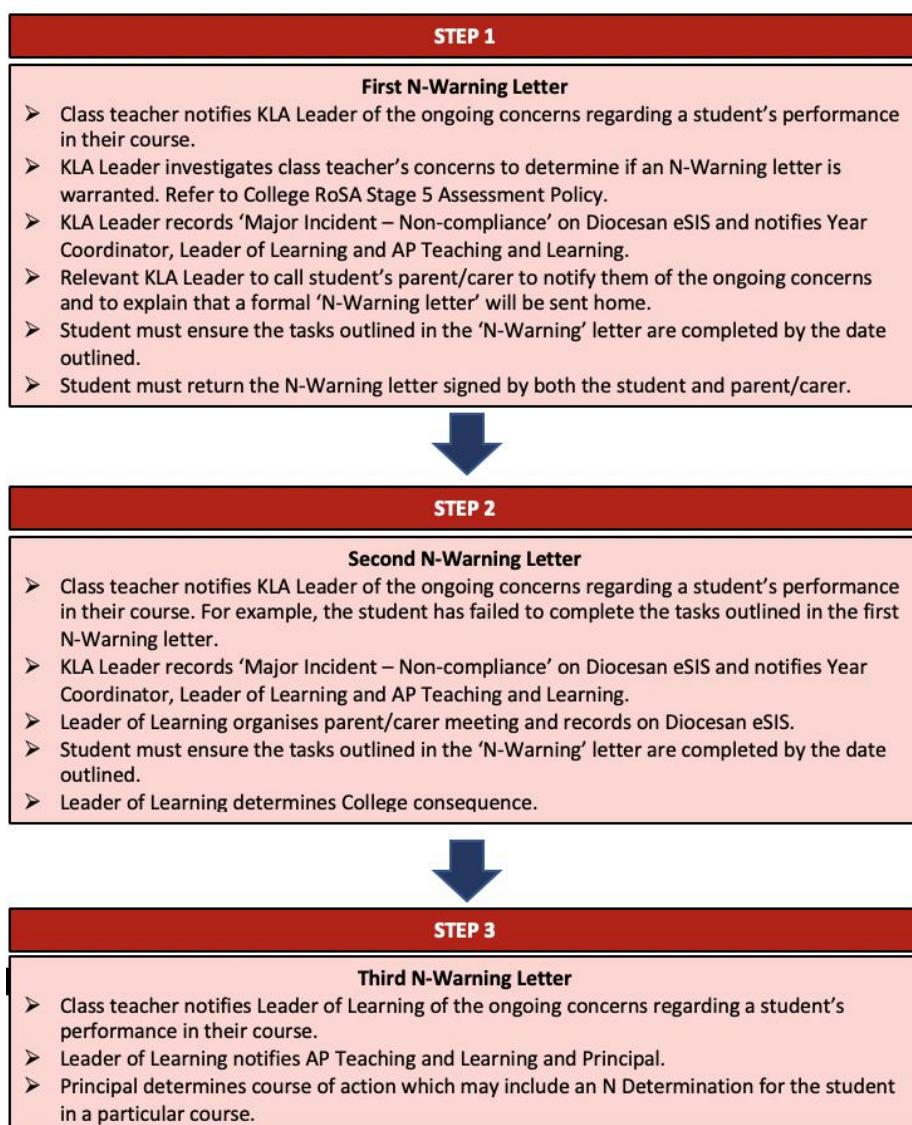
## 6.0 N-WARNINGS AND DETERMINATIONS

*“Students must be warned if they are in danger of not satisfactorily completing mandatory requirements. This warning must be given by principals in enough time for students to meet the requirements. If a student does not meet all mandatory requirements by the end of Year 10, then the student will not be eligible for the award of a Record of School Achievement in that year. The student may receive a Transcript of Study showing all grades awarded, including ‘N’ determinations for mandatory courses studied in Stage 5.” [ACE 4001]*

St Francis Catholic College will issue an ‘N-Warning’ letter to students if they do not adhere to this Policy and therefore are not satisfying the requirements of the Stage 5 RoSA and the College.

6.1 Staff must follow the [N-Warning and Determination Procedure](#).

### N-Warnings and Determination Procedure



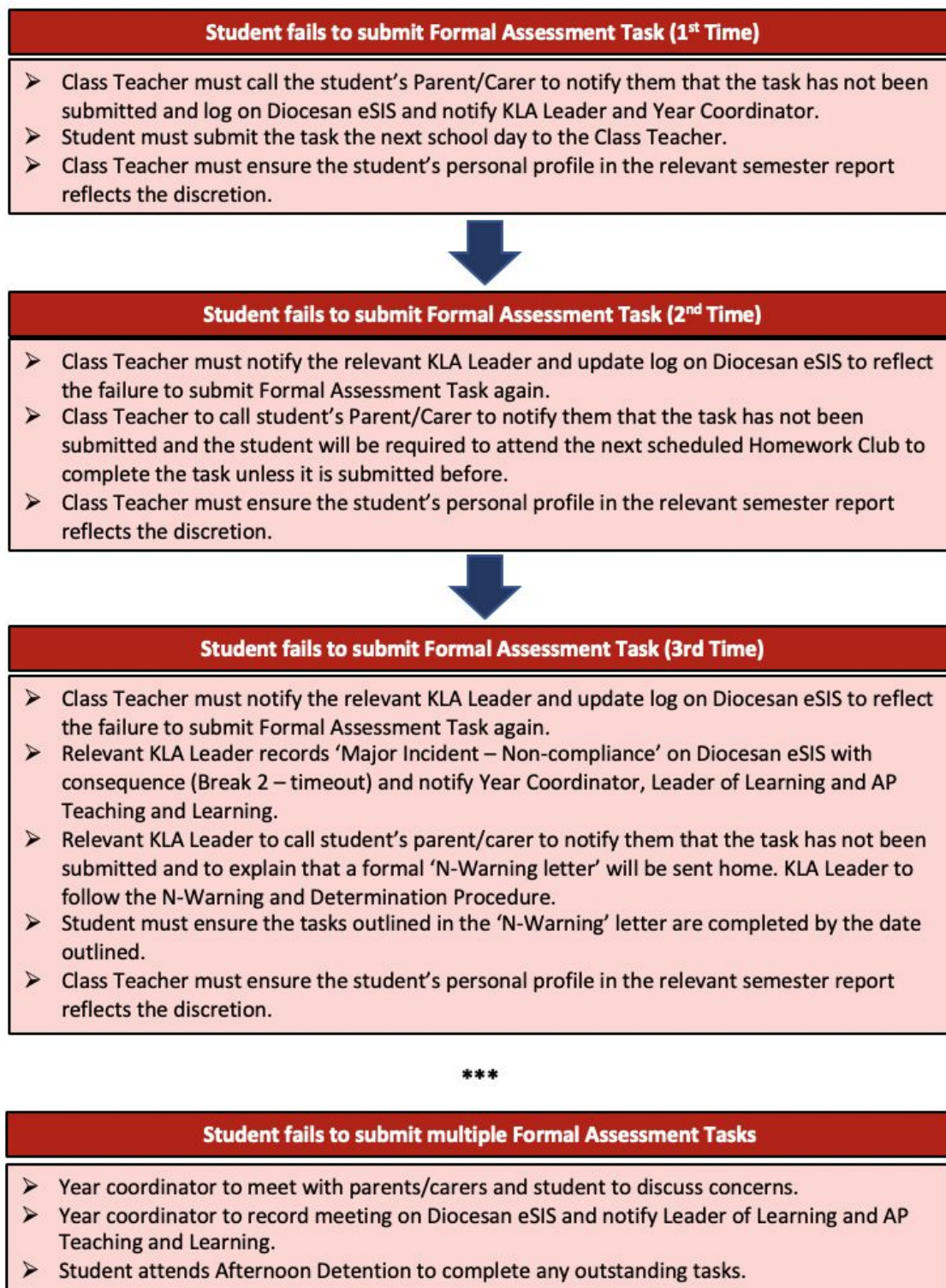


## 7.0 FAILURE TO SUBMIT FORMAL ASSESSMENT TASK

- 7.1 Students and Staff must adhere to the [Year 9 Failure to Submit Formal Assessment Task Procedure](#).

### Year 9 Failure to Submit Formal Assessment Task Procedure

*Please note: If a student fails to submit a Formal Assessment Task but has a legitimate reason, refer to the Year 9 Unforeseeable Absence for Formal Assessment Task.*



## 8.0 ACADEMIC INTEGRITY AND MALPRACTICE

*Academic Integrity* is a term used to describe honest and ethical behaviour in relation to academic work (student homework, assessments, performance tasks and conduct in exams or in-class tasks).

*Academic malpractice* is a term used to describe any act by a student that fails to meet the accepted standards of academic integrity. This includes any unfair advantage gained by a student, eg. a student who arrives late before a Formal Assessment Task without reason or a student who is absent the day before a Formal Assessment Task to prepare for the task.

*Plagiarism* is presenting someone else's work, ideas, thoughts, opinions, data or images as one's own. Plagiarism includes:

- copying, summarising or paraphrasing material from any source without acknowledgement;
- using another's ideas without acknowledgement;
- working with other students on a task and then presenting it as your own;
- submitting work that has been done in whole or part by another student;
- other actions that may contradict the principles of Academic Integrity.

- 8.1 Students must ensure they maintain Academic Integrity whilst completing all work related to the courses studied.
- 8.2 Student must ensure their work is free of plagiarism by referencing appropriately.
- 8.3 Teachers must investigate any reported or suspected incidents of malpractice. If there is evidence to suggest malpractice, the Subject Teacher must notify the relevant KLA Leader who will follow the [N-Warnings and Determination Procedure](#).



## 9.0 APPEALS PROCESS - N-WARNINGS

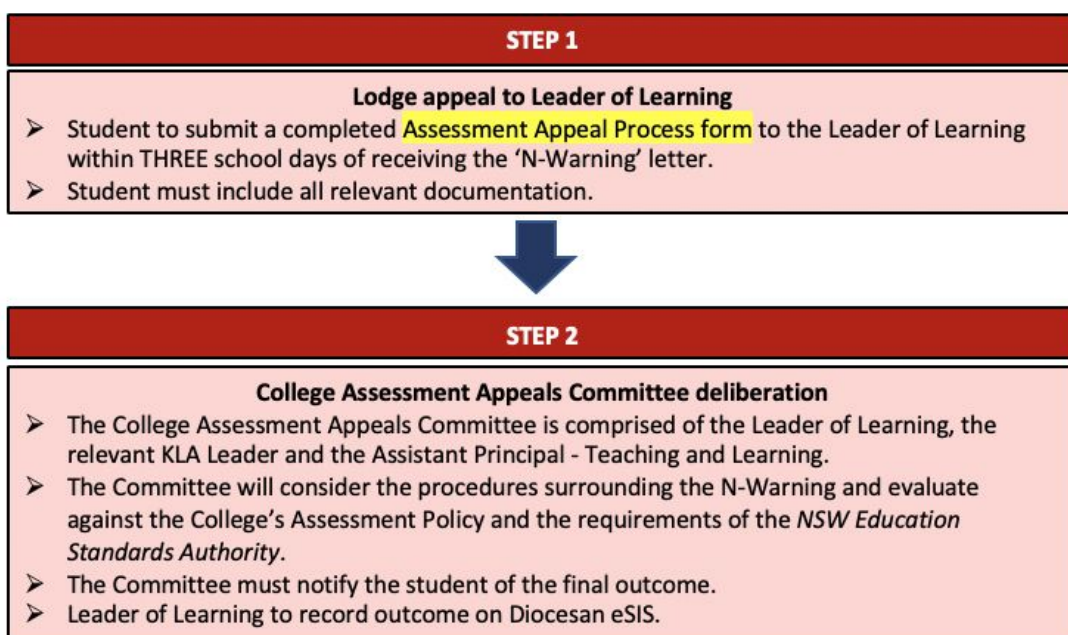
The aim of the Assessment Appeals Process is restoration and the avoidance of awarding unsatisfactory results. If a student has been issued an 'N-Warning' notice, the student has the right of appeal.

Students may receive an 'N-Warning' notice if they are in danger of not satisfactorily completing a Stage 5 course. An 'N-Warning' notice can be issued if a student does not:

- follow the course, including completion of Formal Assessment Tasks
- apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- achieve some or all of the course outcomes

9.1 Students and SFCC staff must follow the Assessment Appeals Process - N-Warnings Procedure.

### Assessment Appeals Process N-Warnings Procedure



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Policy Evaluation: December 2019