SENIOR SCHOOL ASSESSMENT/ATTENDANCE POLICY

The following policy consists of two elements:
A) SACE Board Assessment Policy, and B) Cabra’s School Assessment/Attendance Provisions

A) SACE BOARD ASSESSMENT POLICY (For Stages 1 & 2 of the SACE)
- That the Board confirms that any summative assessment recorded for student achievement purposes in school assessments be on the basis of the nature of the work undertaken by the student and presented for assessment;
- That the Board recognizes that for assignments and other work-related activities time limits within schools, i.e., deadlines, need to be set;
- That schools ensure a policy exists on assignment and work requirement deadlines and the criteria and process for negotiating extensions;
- That schools be advised that assignments or work requirements not presented at the expiration of final deadlines must be awarded a zero (0) or ‘not completed’ for summative student achievement record purposes.

B) CABRA ASSESSMENT PROVISIONS

1. ASSESSMENT PLANS (for Stages 1 & 2)
- “All teachers of Stage 1 and 2 subjects are required to submit assessment plans to the SACE Coordinator” (SACE Board Assessment and Moderation Policy 5.1.1. Jan 2009). Each subject teacher will also provide students with an assessment plan for their subject/s at the beginning of the school year/semester. Relevant plans will be sent to the SACE Board.
- This plan will state the relative weightings of all summative tests, assignments, practical work and exams, the Assessment Design Criteria, relevant Performance Standards, and will provide an outline of due dates.

2. TESTS/ EXAMINATIONS/ ORAL PRESENTATIONS (all Senior School students)
   If students miss a set test or exam or oral presentation:
   - the students score zero if no satisfactory reason (supported by written evidence) can be supplied;
   - the students may be able to do the task on their return to school after genuine illness (evidence provided), or the trial exam mark may be substituted, or the task may become part of formative assessment only (in regard to genuine illness only);
   - Stage 2 final exams are held once only.

3. ASSIGNMENTS (all Senior School students)
   In regard to the handing in of assignment work:
   - all assignments must be handed directly to the subject teacher;
   - assignment work on USB, or emailed, or faxed is unacceptable unless a requirement of a course;
   - if students have a genuine reason for requiring an extension, they must seek the teacher’s permission prior to the due date;
   - if the extension is agreed upon it will generally be of a short duration and parents will be notified of the conditions under which the extension was granted;
   - if a teacher is absent on the day the assignment is due, it must be handed in, clearly labelled, to the Front Office and the work will be date stamped;
   - if a student is absent on the day the assignment is due then (a) the work should be delivered, clearly labelled, to the Front Office where it will be date stamped, or (b) the work should be handed directly to the subject teacher during Administration of the first day the student returns to school and a medical certificate must accompany it;
   - if assignments are not presented at the expiration of the final deadline, the work will be awarded a zero score for summative purposes.

4. PLAGIARISM (all Senior School students)
   It is the student’s responsibility to prove that all work presented for assessment as his/her own is, in fact, original work. Where there is either proof or doubt that this is so, the student/s involved will receive zero marks for specific sections or the whole work, and the relevant learning outcomes will be deemed not attempted.

5. ATTENDANCE (all Senior School students)
   - All student absences must be explained by a note from the parent/carer. Absences of two or more days require a medical certificate, except in the situation involving submission of work (see 3 above). Where a student has a chronic medical problem which does not always require a visit to a doctor, a letter from the doctor outlining the medical problem, the length of time the student has suffered from it, and the impact it has on school attendance should be given to the Year Level Coordinator as early in the year as possible;
   - Students are required to attend classes to receive a school assessment score; summative assessment items will not be accepted if the student has missed most or all of the relevant tuition (unless evidence of genuine illness is provided). Satisfactorily explained absences do not count against the student’s attendance record;
   - Where student absences are not explained satisfactory and the number of days absent places the granting of a school assessment score in jeopardy, the school will notify parents/carers in writing.

SENIOR SCHOOL HOMEWORK GUIDELINES

Year 10 ........................................ 2 hours per subject per week
Stage 1 ........................................ 3 hours per subject per week
Stage 2 ........................................ 5 hours per subject per week

For students who wish to be successful, this is a strong guideline.