



MacKillop
St Mary MacKillop College Canberra

Assessment Policy

Implementation Date: 2012

Date Reviewed: July 2025

Endorsed by:

St Mary MacKillop College Board

Area of Responsibility:

Assistant Principal Academic Care

Next Review Date: May 2022

A Catholic school for all.

St Mary MacKillop College Canberra

Ngunnawal Country

PO Box 1211, Tuggeranong ACT 2901

Telephone 02 6209 0100

Web www.mackillop.act.edu.au

Email info@mackillop.act.edu.au

Padua Campus (Years 7-9)

Mackinnon Street, Wanniasa ACT 2903

St Peter's Campus (Years 10-12)

Ellerston Avenue, Isabella Plains ACT 2905

Assessment Policy

Policy

Assessment is part of the teaching, learning and assessment cycle. All students at MacKillop are expected to make a genuine attempt with all assessment and submit the work for review. Assessment tells students what they have achieved over a period of learning and provides feedback about areas for future development and improvement.

Assessment at St Mary MacKillop College is based on the following principles:

- Both formative and summative assessment is used.
- An outcomes-based approach is used in class and in assessment and reporting. This is coupled with marks for Year 8-12.
- Assessment items are moderated to set appropriate standards and ensure consistency across classes. This is a Year 7-12 process.
- Assessment should include a question which required a combination of lower and higher order skills. This allows access to the task for the range of students within a class.
- Assessment task schedules are comprised of a balance of work to be completed in class and in the students' own time. Students are supported in the assessment process through the explicit teaching of skills and content in class.
- All assessment work is set and completed during the school term.

Procedures

Years 7-10

The Assessment Process

Assessment of a student's achievement in a unit is determined by the aggregate of performance in several assessment tasks over a term or semester. These tasks provide indicators for the selected outcomes being assessed.

Common practice is that three to five tasks are set within each semester unit to cover all the required outcomes. Term units have two to three assessment tasks.

Assessment is a continuous process. Each unit of work contains a variety of assessment tasks which may include:

- In-class exercises
- Assignments
- Practical skills tests
- Oral presentations
- Portfolios
- Research tasks
- Ongoing practical assessment.

Unit Assessment Outlines

To enable students to plan their time they will receive a Unit Assessment Outline at the beginning of each new unit, which will indicate the required assessment tasks and due dates. Students are expected to record the details of each assessment task, on their semester planner.

Unit Assessment Outlines are posted on CANVAS by the end of Week Two of the semester.

The Unit Assessment Outline will include:

- A summary of the content.
- Assessment criteria, report outcomes and/or competencies.
- A description of the tasks to be completed for assessment.
- Distribution dates and due dates.
- Reference to the College requirements for the citation and acknowledgment of sources.
- The weighting of each task.

Modified or Alternative Assessment

Some students will be entitled to modified or alternative assessment. This is organised in consultation with the Inclusive Education Team. Modified or alternative assessment seeks to provide equity not advantage. Students completing modified or alternative tasks will be assessed and reported against modified outcomes.

Modified or alternative assessment is any alteration to the standard format of assessment (exams and/or assignments) or conditions relating to the assessment which is put in place to accommodate a disability or special need.

Special Provisions

Special provisions are available to students who have documented requirements, so as to be able to fully participate in the assessment process. These are organised in consultation with the Inclusive Education Team. Some of the special provisions which may be made to help students' complete assignments, tests and exams include:

- Use of a computer
- Extra time for reading and completing tests
- Scribes, readers, or audio recordings for tests
- Food, medication, or movement breaks
- Sitting assessment in a separate venue
- Alternative assignment formats
- Negotiated extensions or staggered assessment dates
- Practical test questions that demonstrate test content

Submission of Assessment Tasks

- Written assessment tasks are to be submitted directly to the teacher issuing the task. Students should not give tasks to other teachers. In the case of teacher absence alternative arrangements for the collection of tasks will be made by the teacher with the Faculty Coordinator.
- The Assessment Task Template will specify the method and time of submission.
- All tasks which are written **must be** submitted through **Turnitin**, a text matching system.
- The due date will generally be one of the timetabled lessons for that learning area. Late penalties will begin to apply if the assessment task is not submitted on the specified date (and time)
- The teacher will record tasks submitted to track student assessment. Students who are away on the due date should submit the task on the day of their return.
- Some units will include excursions as a formal component of the course work or assessment. Students undertaking these units

must agree to attend the excursion and be aware of the costs involved.

Failure to Submit Assessment and Penalties

It is expected that all assessment tasks will be completed according to the guidelines. Students will incur the following penalties for failure to submit an assessment task:

- Parents will be notified when an assessment task is not submitted. The “Notification of Failure to Submit Work” email is sent to the student and parent/carer.
- All late assessment must be submitted within 7 day of the due date.
- If the assessment is not handed in within seven calendar days of the due date arrangements will be made for completion of the work. The work completed during this time will be considered as fulfilling submission requirements. This may happen after school in the form of a workshop.
- For students in Years 7, late submission of assessment tasks will affect the students Approaches to Learning outcomes.
- For students in Years 8, 9 and 10, late submission of tasks will incur a penalty of 5% per calendar day late to a maximum of 25% of the task’s value. Their Approaches to Learning will also reflect late submission.

Application for Alteration to Assessment

When students envisage that assessment tasks will not be completed by the due date, for **valid reasons**, they may apply an alteration to assessment (extension). To be eligible for an alteration to assessment, the student needs to follow the procedures outlined below:

- Application to be made a minimum of 3 school days prior to the due date to the Faculty Coordinator of that subject.
- Application for alteration to assessment is to be made on the ‘Alteration to Assessment’ form available on CANVAS.
- Supporting documentation needs to be provided with each application for extension.
- Please note that being ‘busy’ or ‘disorganised’ are not reasons for an alteration.

- If the extension is granted, this will be recorded on the form, which is scanned by the coordinator, then returned and kept by the student.
- If an alteration is not granted the work is to be submitted on the due date, even if it is incomplete.
- Please note:
 - Breakdown or malfunction of computer equipment is not seen as a valid excuse for exemption from penalty.
 - Students should store their work on the Student H drive so that it is backed up by the College regularly.
 - Students are responsible for keeping a copy of their assessment;
 - Students can use the facilities of the Learning Commons to print assessment ready for submission.

Missed Assessment Tasks

- If an assessment task is missed due to illness or other extenuating circumstances, a medical certificate or supporting note from home must be given to the Faculty Coordinator with the 'Application for Alteration' form.
- On the day of school, the student must be prepared to complete the assessment task, or submit the task, in order that a grade can be awarded.
- If, for an approved reason, an assessment task cannot be completed, the alteration may be an estimate at the end of the unit, determined on performance throughout the whole unit. This is a decision made by the Faculty Coordinator.
- Application for extended leave is to be made to the Campus Head. Alternate arrangements for assessment will be negotiated with the teacher and/or the Faculty Coordinator. To satisfy the conditions of the Year 10 Certificate it may be necessary for a student to submit assessment tasks due during this period. During periods of leave, students should attempt to complete upcoming assessment, where possible.
- Students who are unable to complete sufficient assessment to be awarded a grade (due to extenuating circumstances) may be given special consideration on application for status to the Assistant Principal Academic Care.

Plagiarism

Plagiarism is the use of another person's intellectual property without their permission or acknowledgement of the source of the ideas.

Plagiarism is serious academic misconduct.

Plagiarism may be identified in a student's work due to :

- A significant change in the level and sophistication of the language used.
- Failure to list sources in a reference list or through in-text citation.
- Content that does not answer the specific questions in the task.

All assessment work (in written form) must be submitted for assessment via the Turnitin in Canvas.

Parents will be notified of incidents of plagiarism. Students will be required to re-submit the task, addressing the plagiarism. They will be awarded the original marks and outcomes for the task.

Breaches of Discipline in Relation to Assessment

The College views seriously any breach of the rules or instructions regarding assessment procedures.

Any cheating, dishonesty, plagiarism, or improper practices in relation to any College assessment in any unit will constitute a breach of discipline.

Students will incur the following penalties for breaches of discipline relating to assessment:

- Parents will be informed via email and/or phone call
- An interview with student, teacher, parent/carer and Faculty Coordinator may be organised dependent on the nature of the offence.
- The task may have to be resubmitted or an alternative task completed. The mark for the original task will remain.
- The student may be required to attend a detention, during which he/she will work on the task.
- Approaches to Learning and the achievement grade will be impacted.
- Serious or ongoing offences will be referred to the Assistant Principal Academic Care.

Review of Results

If students are concerned that the outcomes or mark awarded for an assessment task are not an accurate reflection of his/her work, then the student may request that the marking of the task is reviewed. In the first instance the student should approach the teacher to review his/her assessment task.

If the student is not satisfied with the review, they can request that their concern is passed onto the Faculty Coordinator and, in turn, the Assistant Principal, Academic Care and finally the Campus Head. If the Faculty Coordinator is the classroom teacher, the student should approach the Teaching and Learning Coordinator.

Students and parent/carers need to be aware that the review process may result in an increase, decreased or no change to the original result.

This process may also be used to seek review of end of semester grades.

Progress Interviews

Formal interviews are held twice per year at mid-semester. These interviews are a valuable means of communication and give parents/carers, teachers, and students an opportunity to discuss student progress and learning needs.

Parents are welcome to arrange interviews at any other time or to speak to staff by phone about general progress or concerns they may have.

Semester Reports

Reports are written at the completion of each semester. Grades earned in a unit will be based on College grade descriptors. The reports (both progress and semester) are available on the parent portal.

Excursions

Some units include excursions as a formal component of the course work or assessment. Students will be required to attend these excursions and understand that there may be costs involved.

Years 11 and 12

St Mary MacKillop College operates under guidelines established by the ACT Board of Senior Secondary Studies (BSSS) and uses the ACT Course Frameworks and Unit Grade Descriptors as the basis for assessment and reporting of units.

The Assessment Process

Assessment of a student's achievement in a unit is determined by the aggregate of performance in several assessment tasks. Each task assesses selected outcomes. Three to five tasks are set within each semester unit. Assessment tasks are marked and returned to the student within three weeks. Students are able to check their marks by logging into the Student BSSS ACS portal.

The College requires ALL students to complete and return the Assessment Policy Agreement. This important document specifies conditions of Senior Study.

Unit Assessment Outlines

All Year 11 and 12 unit outlines are now created and available on the BSSS site. Students will have access to these by the end of the first cycle. Teacher may also make them available in paper form if technical issues arise with the site. The Unit Assessment Outline that states:

- Course Title
- Unit Title
- Unit Code
- Unit Value
- Date (Semester, Year)
- Summary of the content
- Assessment tasks
- Assessment criteria/ List of reporting outcomes
- Due dates
- Task Weightings
- VET Competencies (For VET courses) where applicable
- Training Package qualification name (For VET courses)

The unit outline may also include the following information:

- Grade descriptors
- Moderation procedures (internal and external)
- Meshing

- Penalties for late and non-submission of work
- Appeals processes
- Penalties for plagiarism
- Procedures for calculating course scores.
-

At the time of issue of the task, students are entitled to receive the assessment criteria for each assessment task. Students are entitled to know how each assessment mark, grade and score is derived.

Attendance

Students are required to attend all scheduled classes. Students who attend less than 90% of scheduled classes will void the unit. When a student is at risk of voiding a void notification will be issued. The Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

Application for Leave/Extended Leave

To be credited with a unit of study, students are required to meet assessment and attendance requirements as specified by the Board of Senior Secondary Studies (BSSS).

If a student is unable to meet these requirements, he or she may still be eligible for credit if the reasons for absence and non-completion of assessment tasks are extenuating. This requires documentation such as medical or pharmacy certificate.

Students who require leave for reasons other than health issues, can apply to the Campus Head for leave. An 'Application for Leave' form is available from CANVAS. This form needs to be completed and returned to the Executive Secretary **at least two weeks before the leave is required** where possible. Leave cannot be applied for after the event or leave has happened.

The College will inform applicant whether their request for leave has been approved or not. In general, leave will only be granted where assessment requirements can be met.

Completion of Assessment

Students are required to substantially complete and submit all assessment items for each unit. Exemption from an item and/or alternative assessment without penalty is available to students providing specific documentary evidence.

Students are required to submit at least 70% of the assessment to be considered for points. This is only available to students in exceptional circumstances. Failure to meet this requirement will result in the unit being voided. When a student is at risk of voiding, a void notification will be issued. The Principal has the right to exercise discretion as required.

Submission of Assessment Tasks

Written assessment tasks are to be submitted via **Turnitin** by the due date and time. In the case of absence of the issuing teacher the assessment task should only be given/submitted to the Faculty Coordinator of the subject in question. Any variation to this becomes the student's responsibility.

If the due lesson/time is unspecified, assignments must be submitted by 3.30pm on the due date. All assessment tasks must be submitted with a signed cover sheet. The cover sheet is available on CANVAS.

Late Submission of Work

A late penalty applies to late work unless an Application for Assessment Alteration has been granted.

The penalty for late submission is 5% (of possible marks) per calendar day late (including weekends and Public Holidays) until the notional zero is reached. If an item is more than seven days late, the item receives a notional zero. Student work may not be marked if it is more than seven days late or if it has not been 'substantially completed'. The failure to substantially complete work will result in the unit being voided. The Principal has the right to exercise discretion in the application of the late penalty in special circumstances where specific evidence is provided. It may not be possible to grade or score work submitted late, after marked work has been returned to other students.

Notional Zero

Where students fail to hand in assessment items in tertiary units, they will be awarded a notional zero for the assessment item. The notional zero will be a score, which lies between 0.1 of a standard deviation below the lowest genuine score for that item, and zero.

Alteration to Assessment

An application for Alteration to Assessment needs to be made a minimum of **3 school days prior to the due date**. The application must include supporting documentation such as a medical certificate or

pharmacy certificate. Only the Faculty Coordinator, Senior Studies Coordinator or Assistant Principal, Academic Care can grant an alteration.

Breakdown or malfunction of computer equipment is not seen as a valid excuse for exemption from penalty. If an extension is not granted, the work is to be submitted on the due date, even if it is incomplete. Application forms for 'Alteration to Assessment' of a scheduled assessment item are available on CANVAS.

Missed Assessment Tasks

If a student is absent on the day an assessment task is due a medical /pharmacy certificate is required. If other extenuating circumstances exist, the parents/carers must contact the Assistant Principal, Academic Care on the scheduled day of the assessment. Students must give copies of all documentation to the pastoral care teacher. When students miss an assessment task, alternatives will be negotiated with the subject teacher or the faculty coordinator. If, due to a valid reason, an assessment task cannot be completed, the faculty coordinator may provide an estimate at the end of the unit, based on performance throughout the whole unit. Notification of extended leave is to be made to the Campus Head prior to the leave being taken with an understanding assessment may be affected.

Breaches of Discipline in Relation to Assessment

The College and the ACT Board of Senior Secondary Studies (BSSS) views seriously any breach of the rules or instructions governing assessment procedures. Any cheating, dishonesty, plagiarism, or improper practice in relation to assessment shall constitute a breach of discipline. Improper practice can include use of mobile phones and other digital technologies, failing to follow instructions and gaining unfair advantage by an action. The College supports the BSSS in this regard to breaches of discipline. Parents/Guardians will be contacted if their son/daughter has incurred a breach of discipline penalty.

Penalties

The penalties that can be imposed by the College for a breach of rules are:

- reprimand for the candidate, except in cases where the candidate would have derived benefit from such breaches
- the making of alternative arrangements for the assessment (e.g. through a reassessment)

- cancellation of the result in the particular component of the College assessment concerned
- cancellation of the total College assessment result in the unit/course concerned
- cancellation of all the candidate's results for Years 11 and 12 in assessments completed.

Exam Days

Exams are held in scheduled classes or timetabled during exam week. Exam week is scheduled towards the end of each semester. Students must attend all scheduled exams. Absences must be explained by appropriate College leave or medical certificate. Where approved leave, certification or a timetable clash exists students may be able to sit the exam at another time. Students are required at school only during their exam sessions.

Status

Students who, through illness or misadventure, cannot complete the requirements of the course can apply for status by completing the Application for Status form available on CANVAS. Status cannot be awarded for vocational competencies, however, opportunities for reassessment of competencies can be negotiated with the subject teacher. Applications for Status are to be directed to the Assistant Principal, Academic Care. Status is the last resort and is limited in its use. The College, where possible, will make arrangements for students to complete assessment tasks.

Special Provision for Assessment

Students who are entitled to special provisions (and have documentation to substantiate the need) may apply, via Inclusive Education, for special conditions in assessment tasks. The nature of the special assessment conditions will be determined according to the assessment needs of the student. Failure to attend exams may result in a notional zero or a void.

Appeals

The ACT College System is designed to give students the opportunity to understand how their work is assessed. If you are dissatisfied with the assessment result for a task or the procedures used to calculate unit grades or scores the following five step process should be used to seek an appeal.

- Student discusses result with the subject teacher within five working days of receiving the work.

- Student seeks review from Faculty Coordinator
- If the Faculty Coordinator is the subject teacher, the student seeks review from the Senior Studies Coordinator.
- Student appeals to Assistant Principal Academic Care, for a review of College assessment items (grades and/or marks), unit grades and/or scores.
- A student, who has been through the College appeal process, may appeal to the Board against the College procedures by which the appeal decision was reached.

Unless there are exceptional circumstances, a BSSS Board Appeal will only be accepted if an appeal has first been heard by the College. In Term 4 of Year 12 appeals against items (grades and/or marks), unit grades and/or scores should be lodged within two working days of the result being published. Appeals against course scores should be lodged within one working day of the results being published. The outcome of this process could result in an increase, decrease or no change to the assessment score or the unit or course score.

Appeals Panel

If an appeal is lodged, the Assistant Principal Academic Care, or nominee, a member of the teaching staff and an external appointee from the Board of Senior Secondary Studies will form a panel to adjudicate the appeal. Details of the appeal procedure can be obtained from the College.

Progress Interviews

Formal interviews are held twice per year at mid-semester. These interviews give parents/carers, teachers, and students an opportunity to discuss student progress and needs.

Parents are welcome to arrange interviews at any other time, email or to speak to staff by phone about general progress or concerns they may have.

Semester Reports

Reports will be issued at the end of semesters one and two in Year 11 and semester one, Year 12.

Excursions

Some units include excursions as a formal component of the course work or assessment. Students are expected to attend the excursions. Students will be required to contribute toward the cost of some

excursions. College contributions towards entry fees into various venues will be determined per excursion.

Policy Applies To

Staff & Students

References

SMMC Principles of Assessment Guide
SMMC Assessment Related Agreed Practices
SMMC Assessment Committee Practice