

The following are assessment and reporting protocols for all units and common to all students at the Canberra College, with reference to Board of Senior Secondary Studies Guidelines.

The BSSS Policy and Procedures manual can be found at

https://www.bsbs.act.edu.au/information_for_teachers/policy_and_procedures

ATTENDANCE AND PARTICIPATION

Students are expected to submit all assessment items and attend all classes, participate in a positive manner and seek support whenever it is required. Excursions, simulations and presentations by visitors (including lunchtime) may form part of class work. It is each student's responsibility to catch up on missed work when absent from class.

Any student whose attendance falls below the 90% of the scheduled classes/contact time and has not provided substantial documentary evidence to cover the absence will be issued an Assessment Alert prior to being awarded a V grade. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

Unless prior approval is granted any student, who fails to submit assessment tasks worth 70% or more of the assessment of each unit studied will be deemed to have V graded the unit. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

"Students are required to substantially complete and submit all assessment items that contribute to the assessment for a unit unless due cause and adequate documentary evidence is provided." (BSSS Policy 4.3.9). To successfully do this, students need to work consistently across the semester.

LATE SUBMISSION OF WORK

All students are expected to submit assessable work on time. Students are also encouraged to complete work, even if it is late, as there are educational benefits in doing so. The purpose of the policy is to ensure equity for all students.

Policy:

1. All assessment tasks are expected to be submitted by the specified due time and date. Unless otherwise stipulated, the due time is 4.00pm for the physical submission of assessment and 11:59pm for the digital submission of assessment, on the due date.
2. Except in exceptional circumstances, students must apply **in advance** for an extension to a due date, providing due cause and adequate documentary evidence.
3.
 - a) Calculation of a *notional zero* (see below) in "T" units is based on items submitted on time or with an approved extension (i.e. a genuine score).
 - b) A late penalty will apply unless an extension is granted. The penalty for late submission is 5% (of possible marks) **per calendar day** late (**including weekends and public holidays**) until the notional zero, calculated in (a), is reached. If an item is more than 7 days late, it receives the *notional zero*. **Submission on weekends or public holidays is not acceptable.**
3. The Principal may exercise discretion in the application of the late penalty in special circumstances, with satisfactory documentation.
4. It may not be possible to grade or score work submitted late, if it is submitted after marked work in a unit has already been returned to other students. **(BSSS 4.3.10)**
5. It may not be possible to grade or score work submitted late after marked work in a unit has been returned to other students. Work not submitted by the time marked work is returned to other students may be declared as 'Not submitted'. Students should be made aware in writing if this will be less than 7 days after the due date and any granted extensions.

Example Penalty to be applied:

| | <i>Due Monday</i> |
|---------------------------|--------------------------|
| <i>Received Monday</i> | 0 |
| <i>Received Tuesday</i> | 5% |
| <i>Received Wednesday</i> | 10% |
| <i>Received Thursday</i> | 15% |

| | |
|---------------------------|----------------------------------|
| <i>Received Friday</i> | 20% |
| Saturday | |
| Sunday | |
| <i>Received Monday</i> | 35% |
| <i>Received Tuesday</i> | Notional Zero (see below) |
| <i>Received Wednesday</i> | Notional Zero |

- Computer failure will **not** be accepted as a valid reason for late work. Make sure you back up, keep hard copies and rough notes.

TESTS AND LATE TESTS

Each semester there are two formal testing periods, one in each term. These testing periods are a major part of your assessment for each unit. Below are some important aspects about these testing periods you need to consider:

The expectation is that you must attend tests as scheduled. Exceptions include:

- Prearranged and agreed alternate sitting times that must be arranged with the Executive teacher of the faculty concerned prior to test date. This must be done as soon as you know there is an issue.
- Variation to Assessment entitlements. See Student Services to complete an application for Variation to Assessment.
- Doctor's Certificates or notes from home.

Breaches of the above are likely to lead to **non-submitted** for that item and possible contribution to a **V grade** for the unit.

What to do if you miss a test:

- Ensure you bring in documentary evidence of your absences.
- **You** must arrange a time to sit these tests as soon as possible and no later than a week after the test for term 1 and 3 tests and within 2 days of term 2 and 4 tests. **Work and other commitments may need to be varied** to fit the test catch ups.
- Tests can be caught up in the following times with agreement from your teacher:
 - a) During the class of the test you have missed
 - b) On Monday afternoon or Thursday afternoon
 - c) During your lines off
 - d) On the 2 days after end of semester tests
- If you are doing an ASBA and you have a test on an ASBA work day you need to make arrangements with your employer to catch up work at another time and sit your test at the designated time. If your work day cannot be changed it is your responsibility to prearrange an alternative sitting time to do the test.

NOTIONAL ZEROS

Where students fail to hand in assessment items, they will be awarded a *notional zero* for that 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.

Note: if the lowest genuine score is zero, the *notional zero* is zero. **(BSSS Policy 4.3.11)**

VARIATION TO ASSESSMENT

If a student is unable to complete a course or assessment items or submit work by the due date because of illness, unexpected trauma or misadventure he/she is entitled to apply for a **Variation to Assessment**. The **Variation to Assessment** application and procedures are available from the Student Services office.

NB: Once a Variation to Assessment is agreed to, teachers have to undertake the responsibility of negotiating **appropriate assessment with the individual student** and make records available to Student Services and Assessment & Reporting. A variation to assessment cannot override BSSS policy. For example students must complete at least 50% of the assessment even if they have a variation to assessment that allows for estimating some of the work. In very rare situations a student may be awarded the grade of status. To get a Status grade a student would need to have medical evidence to back status and have satisfied the learning goals of the unit **(BSSS policy 4.3.6.5)**. Situations of long-term illness can be addressed through study over 2-5 years, including part-time or deferment of study. A student applying for a variation to assessment asking for 1 to 1 orals will require evidence from a psychologist or be currently working on a mental health plan.

Academic Integrity

The integrity of the College's assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness. Any departure from such standards will be viewed very seriously. Accordingly:

- Plagiarism - claiming authorship of someone else's work - is a serious misdemeanour, and attracts severe penalties.
- Students are required to acknowledge the source of all material that is incorporated into their own work.
- Students may not submit the same item for assessment in more than one unit, unless specific agreement has been reached with the class teacher.

Penalties

| Categories | Penalties: | Procedures: |
|--|---|--|
| 1. First minor breach of Academic Integrity | <ul style="list-style-type: none"> • Reprimand and warning in writing • Item to be marked without the material that has been academically breached being taken into account. This could result in a reduction in marks appropriate to the extent of the Academic integrity breach. | <ul style="list-style-type: none"> • Activated at Teacher / Faculty level • Centrally recorded and documented at the college. |
| 2. First major breach of Academic Integrity | <p>One of the following penalties to be imposed:</p> <ul style="list-style-type: none"> • Marks reduced by an amount appropriate to the extent of the academic breach. • Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant BSSS policy.) | <p>Activated at Principal or Delegate level</p> <ul style="list-style-type: none"> • Centrally recorded and documented at the college. |
| 3. Repeated Offence (NB Repeat of Categ 1 or Categ 2 automatically becomes a Categ 3 offence)* | <p>One of the following penalties to be imposed</p> <ul style="list-style-type: none"> • Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant BSSS policy.) • Cancellation of all assessment results for the unit concerned • Cancellation of all assessment results for the course concerned. • Cancellation of all assessment results for Years 11 and 12. | <p>Activated at Principal or Delegate level</p> <ul style="list-style-type: none"> • Centrally recorded at the college • Prior to the cancellation of a course or certificate, the college must consult with the EO of the BSSS or his/her Delegate. |

Further areas of breaches of academic integrity include but is not limited to:

- *dishonesty by cheating in a test,*
- *bringing a completed essay to an in-class essay assessment and copying it verbatim,*
- *using a mobile phone or device to access information during an assessment under test conditions etc.*

Penalties

| Categories | Penalties: | Procedures |
|---|---|---|
| 1. First incident of breach of discipline | <p>One or more of the following penalties to be imposed:</p> <ul style="list-style-type: none"> • Reprimand of the candidate, except in cases where the candidate would have derived benefit from such breaches • The marking of alternative arrangements for assessment (e.g. through reassessment) • The assessment marked without the material subject to the breach being considered • Imposition of a mark penalty appropriate to the extent of the breach • Cancellation of the result in the particular component of the college assessment • Cancellation of the total college assessment result in the unit/course concerned | <ul style="list-style-type: none"> • Activated at Teacher / Faculty level • Centrally recorded and documented at the college. |

| | | |
|--|---|--|
| 2. Subsequent breach(es) of discipline | <p>One of the following penalties to be imposed:</p> <ul style="list-style-type: none"> • The marking of alternative arrangements for assessment (e.g. through reassessment) • The assessment marked without the material subject to the breach being considered • Imposition of a mark penalty appropriate to the extent of the breach • Cancellation of the result in the particular component of the college assessment (Item treated as if it was not submitted. Refer to other relevant BSSS policy) • 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 conducted | <ul style="list-style-type: none"> • Activated at Principal or Delegate level • Centrally recorded at the college • Prior to the Cancellation of all assessment results for the unit concerned, the college must consult with the Director of the BSSS or his/her Delegate. |
|--|---|--|

Penalties refer to any instances of a breach of academic integrity at the school/college.

Please note: In addition to submitting assessable tasks as a hard copy, there is an expectation that students will submit work (wherever possible) in **electronic format** (e.g. via USB, CD, or email). There are computers in the library for students to use in their free time. All students receive a college email address: ID@schoolsnet.act.edu.au. All staff have email addresses and follow the pattern: firstname.surname@ed.act.edu.au

MODERATION

Moderation is a process whereby samples of current student work are compared to ensure consistency in grades and scores across public colleges, the Catholic system and independent schools that offer senior secondary course. Moderation is an essential element of the Assessment and Reporting process and is undertaken in all subject areas, in all senior secondary schools in the ACT. Students may be asked to submit two copies of written work to facilitate this process.

Internal Moderation

Student work is moderated within courses to ensure fair and consistent allocation of grades and scores. This process is undertaken in all faculty areas. Sometimes moderation occurs between courses when these courses are in the same scaling group.

External Moderation

This process involves public colleges, the Catholic system and independent schools that offer senior secondary courses and occurs twice annually at Moderation Day to ensure consistency of assessment.

Return of Assessment Items to Students

Although teachers may need to keep an original assessment item for the purposes of Moderation, students are entitled to be given a copy of their assessment items after marking is complete. We encourage students taking photos of their assessments to save paper.

After the class teacher has returned marked work and given feedback, students may request a copy of their own assessment item for personal study purposes and review. There may be certain items that cannot be returned (e.g. The Maths Meshing Test). We encourage students to take photos of assessment items, where the teacher needs to keep it, to save paper.

UNIT SCORES

- Raw scores are derived by adding component scores according to the weightings indicated in the assessment tasks & criteria for each unit.
- All raw unit scores are then combined into rank order lists, for each cohort and sorted into year 11 and year 12. The list is reviewed by the subject teachers to identify any anomalies.
- Rank order lists are then standardised for each semester using historical parameters. These vary with each cohort and subject area.
- A year 12 student studying a predominantly year 11 unit or vice versa [eg. year 12 in year 11 Physics or Specialist Maths 1], must realise that their unit score for that unit will be ranked appropriately with their own year group.

RIGHT TO APPEAL

All students at the college are able to appeal against an assessment if the result obtained does not appear fair. The protocol that students must follow is:

1. First talk to your class teacher, and if you are not satisfied with the explanation

2. Discuss the situation with the Executive Teacher of the faculty concerned and if you are not satisfied with the explanation
3. Talk to the Executive Teacher in charge of Assessment and Reporting for further advice on the 'appeal process'.

The outcome of an appeal may be a change of score or grade (either up or down) or there may be no change. You will be formally advised of the outcome. Please see the ACT BSSS brochure "Your rights to appeal" for more information. It is available online at www.bsss.act.edu.au.

Time Limits

Except in term 4 of Year 12, appeals against assessment items should be lodged within five working days of the results being published.

In Term 4, Year 12 appeals against assessment items should be lodged within two working days of results being published. Appeals against course scores should be lodged within one working day after publication.

ASSESSMENT CRITERIA FOR ASSESSMENT AND REPORTING OF STUDENT ACHIEVEMENT

The assessment criteria are a focus for assessment and reporting for every unit of work. Criteria are the essential qualities that teachers look for in student work. These criteria must be used by teachers to assess student's performance, however not all of them need to be used on each task. Assessment criteria are to be used holistically on a given task and in determining the unit grade.

Speak with your classroom teacher to discuss the assessment criteria for each task.

UNIT GRADES

On completion of a unit of study, judgements about student achievement against the assessment decide the grade allocated. The Unit Grade is arrived at by decision-making based on the **grade descriptors**, which is included in the specific unit outline.

The grade describes the standard achieved by the student over the whole unit. The Unit Grade is allocated by the teacher and is not directly correlated with the marks achieved. The grade should reflect the student's demonstration of the understanding of the work completed. Evidence of all assessment responses on which the unit grade decision has been made is to be included in the review portfolio presented for moderation.

Unit Grades range from A to E, with A representing the highest standard and E representing the lowest standard. A to E grades are awarded on the proviso that the assessment requirements have been met.

Academic Record

Throughout a student's time at Canberra College they will be asked to check their academic record in iGroup. This lists all units they have completed with the grades and scores achieved. It is vital that students carefully check their academic record each time as this record will become their Senior Secondary Certificate.

COMPETENCY BASED ASSESSMENT

Competency Based Assessment is used in Vocational classes and is the process of collecting evidence and making judgements about whether or not a student has the knowledge, skills and attitudes to meet the performance criteria required in the workplace.

RECOGNITION OF CURRENT COMPETENCIES (RCC) and PRIOR LEARNING (RPL)

If you already have had experience that may be relevant to a Vocational course then you are entitled to seek acknowledgment of this experience through the 'Recognition of Current Competence' (RCC) process or 'Recognition of Prior Learning' (RPL) process.

Application for RCC/RPL requires you to supply evidence to support your application. If your application is successful, it will mean that you will not have to undertake parts of a course. Your teacher will be able to assist you if you think that the RCC/RPL process may apply to you.

STRUCTURED WORKPLACE LEARNING

Some Vocational courses have a requirement that part of the learning or skill development is carried out "on the job". Students are required to complete "Vocational Placements" to meet these requirements. Your teacher will discuss these requirements and assist students with the application process.

AUSTRALIAN SCHOOL-BASED APPRENTICESHIPS (ASBA)

If you are undertaking an ASBA and have an assessment on the day of your ASBA you should make **every effort** to make it to the assessment. If you cannot make the assessment you **need to pre-arrange** an alternative time to do the assessment.

Other questions?

If you have any questions about Assessment and Moderation, please speak with your classroom teacher, a member of the Student Services team, the Executive Teacher of Assessment and Reporting, or a Deputy Principal.

Please note that the information contained in this form is subject to change. While every effort has been made to ensure the accuracy of this document, all students and parents/carers are encouraged to consult with the College for individual advice. This information may be updated at any time.

Please contact the Canberra College for further information and advice: 02 6142 3288 or info@canberrac.act.edu.au or visit us online: www.canberrac.act.edu.au



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DECLARATION OF ORIGINAL WORK

To be used for both hard copy and electronic submissions

- The purpose of this declaration is to remind you that all work you submit must be your own work and must not be plagiarised from other sources.
- This declaration must be completed and submitted with the assessment item.
- Sign only if you understand what you have read. Ask a teacher, parent or carer/guardian if you need help to understand what this statement means. Refer to BSSS website for: Academic Integrity information for Students.

| | | | |
|---|--|-------------|--|
| Student name: | | Student ID: | |
| Teacher name: | | Course: | |
| Unit: | | | |
| Assignment name: | | | |
| Date due: | | | |
| I understand the policies on Academic Integrity of both the school and the Board of Senior Secondary Studies. I certify that: (a) the work that I have submitted is my own work and has not been submitted for assessment before; (b) I have kept a copy of this assignment and all relevant notes and reference material that I used in the production of the assignment; (c) I have given references for all sources of information that are not my own, including the words, ideas and images of others. | | | |
| Student signature (for hard copy submissions): | | | |
| Student name (for electronic submissions): | | | |
| Date submitted: | | | |

(This information will be managed in accordance with the provisions of the Privacy Act and the Freedom of Information Act).

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Receipt Of Assignment

[Student to complete all details except Teacher's Signature, Date Received and Time Received,
then remove and keep as proof of submission after teacher has signed]

| | | | |
|--------------------------------|--|-----------------------|--|
| Student name: | | Student ID: | |
| Course: | | Unit: | |
| Assignment name: | | | |
| Received by (Teacher name): | | Teacher signature: | |
| Date received: | | Time received: | |