ASSESSMENT INFORMATION

Assessment is a vital aspect of college activity as it provides information on student attainment and progress, and can identify areas that students need extra help with.

The college assessment policy aims to ensure consistent practices throughout the college. Most importantly an Assessment Policy aims to state clearly the expectations for students, parents and teachers.

Student Absence - If student is absent from an assessment:
- For an assignment it is expected that it will still be delivered to school on the due date. This can be via email.
- For practical assessment which involves the student’s presence (written tests, orals, practicals, etc) students must bring a medical certificate if they are not present for the assessment item.
- If a student is absent on the assessment day, parents must call the school. If this is not possible, provide a note the next day. These students will complete the task on the first day back. The result will be adjusted if the absence is not approved.

Late Submissions and Non-submissions of Student Work for assessment:
- Assessment is judged against the criteria linked to assessment standards.
- Judgments related to assessment standards are based on student responses to assessment instruments sighted by the teacher up to and including the due date.
- Where no evidence against assessment standards has been sighted by the teacher, no result can be awarded.
- These principles are to be applied consistently across all subjects and year levels.

Extensions to Due Dates:
- Only HODs and Administration can give an extension to a due date.
- Extensions or alternative due dates will be given for circumstances where the student has an issue which would prohibit assessment being completed by the due date. This could include special considerations for students with disabilities, medical conditions, family trauma, etc.
- Extensions should be sought and granted well before the due date.
- Extensions must not advantage one student over another.
- Where there are concerns about a student being able to be rated for a term or semester, Administration must be consulted by Head of Department.

Assessment Procedures:
- Clear timelines must be set and provided for all assessment.
- Sufficient class time must be provided for all students to work on assignments.
- Ongoing monitoring of student work towards completion of assignments must be conducted by teachers. Teachers should be proactive during this time to ensure students are completing the necessary work. Teachers should have ongoing records of student progress.
- A deadline date must be set and adhered to for a draft. This must be at least one week prior to the due date. Teachers should get a copy of the draft. This will provide evidence in awarding a rating if the finished assignment is not handed in by the due date.

No draft must result in:
- Head of Department informed.
- Parents contacted initially by the teacher.
- Students kept back by the teacher to work on assignment during the week.

If student fails to attend out of class catch-up: HOD informed:
- Head of Department informed.
- Head of Department to follow-up with consequences including parental contact and out of class catch-up.
- Students who fail to meet HOD consequences are referred to Admin.
- Assignments are to be submitted no later than 4pm on the due date.

Plagiarism Policy:
BBSC wishes all students and parents to know that plagiarism is NOT acceptable behaviour at this school, as it is not at other education institutions. Plagiarism is defined as stealing and using the ideas and words of another as one’s own. This source may be written, oral or electronic, and includes copying/pasting from the Internet and the retrieval of research papers from the Internet. All students are expected to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original, or respect the intellectual contributions of others through correct referencing. Any violations of this policy will have consequences. Students will be advised of consequences by subject teachers.

Acknowledging sources:
Students are encouraged to reference sources in all tasks and the guidelines for this method of referencing can be viewed in the Referencing Guide ‘Acknowledgement of sources’ and ‘Compiling a Bibliography’ sections of this student planner.
STUDENT WORK COMPLETION POLICY

INTRODUCTION
To receive credit for a course of work the requirements of that course of work must have been completed. For this condition to be satisfied you must have satisfactory attendance and completed the course of work. The course of work is defined as all classwork, homework, fieldwork and practical work as well as assessment (including assignment). All work must be completed to an acceptable standard i.e. a genuine effort in line with the set criteria. It is student responsibility to do all work, catch up on incomplete work and develop a sense of responsibility for your work.

PROCEDURES
1. Attendance:
When you are absent for any reason (including illness, excursion, sport, etc.), the work missed must be completed.

2. Completion of Work
   - Teachers will monitor your work systematically.
   - When work is not completed the teacher is to take steps to have you complete the work.
   - A reasonable time will be given. This may involve multiple steps and may include detention.
   - You would find it better to complete the work as soon as possible.
   - If the work is not completed by the set times, the teacher is to liaise with the HODs. Parents will be notified.
   - If, after support steps have been taken, the work is still not complete the HOD will liaise with administration. A review of student work will occur and parents will be notified. Students may be removed from class until work is completed.

3. Consequences
   Credit
   - You must complete all required coursework to be able to be rated for a subject for that semester. Students may be removed from the class until work is completed.
   - In Years 11 & 12, this does not prevent the awarding of an exit level provided that you complete all coursework on at least one semester. The number of semesters completed is recorded on the senior certificate. It may also affect the exit level, since all work is considered in its determination. It may also affect OP eligibility.
   - In Year 10, this may impact on your LOA if the work is not completed in level 6 semesters, as the highest rating possible would be SA.
   - Any subject for which you are not given credit will appear on the school report with suitable comment and comments about performance on completed work.

   Withdrawal
   Students who do not complete set pieces of work by the due date will have three days to complete the work. If the work is not forthcoming or tests have not been sat, students will be given after school work support sessions which are compulsory in order to complete the work. Ongoing refusal to meet requirements will lead to parent/school mediation to further support student. Further options can be explored - repeating semester, changing subjects, cancellation of enrolment.