



LANGFORD ISLAMIC COLLEGE

TEST AND ASSESSMENT POLICY 2017 Year 7-12



LANGFORD ISLAMIC COLLEGE TEST AND ASSESSMENT POLICY 2017 Year 7-12

VISION STATEMENT

LANGFORD ISLAMIC COLLEGE WILL PROVIDE A HIGH STANDARD OF SECULAR AND RELIGIOUS EDUCATION TO EQUIP OUR STUDENTS TO ACHIEVE SUCCESS IN THIS LIFE AND IN THE HEREAFTER.

Introduction	This statement outlines Langford Islamic Colleges policy and procedures on the protection of a child at the school.
Scope and application	Policy applies to all employees of Langford Islamic College
Related legislation and guidelines	No legislation but all AISWA and SASA guidelines are used as a format for this policy. List of Legislation (if any) appears in the document.
Related Policies	Code of Conduct, Schools' Education Act – Independent Schools
Evaluation	Annually or as recommended by the Department of Child Protection and Family Support

Date	Action (issue, reissue, amendment, replacement of pages, etc.)	Initials
03/02/16	Draft	NM
01/03/16	Revised	NM
15/03/16	Final	NM
30/11/17	Revision	

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Year 7-12

1. OVERVIEW

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnosing learning difficulties
- providing feedback to students on how they may improve their achievement
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes
- developing subsequent learning programs
- reporting student achievement to parents
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

2. ABSENCE FROM TEST/ASSESSMENTS AND CLASSWORK

(a) Specially scheduled assessment tasks

Absence from a specially scheduled assessment task (including tests, examinations and submission of assignments) must be explained by one of the following:

- medical certificate
- telephone call from parent subsequently supported by a letter from the parent (The letter must substantiate a legitimate, unavoidable reason. For example: 'My child had to work last night' is not considered a legitimate reason for not submitting work on time.)

In cases where a student is unable to attend school to complete a specially scheduled assessment task (e.g. they are in hospital), and where appropriate supervision can be provided and assured, the student may be given permission to complete that task.

In cases where there is no medical certificate of an absence from a specially-scheduled assessment task, a zero will be given for the task which may result in an E for the course.

(b) General

If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Periods of absence will result in lower levels of achievement (**A student who is absent for five periods/days or more per term is deemed to be at risk**). Absences may result in a student not fulfilling the requirements of a course and thus may be deemed as unable to be assessed. **Potential achievement will not be considered.**

(c) Prolonged absence due to illness/injury

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program.

3. NON-SUBMISSION OF ASSESSMENTS

(a) General

If an adjustment to a deadline is necessary, it will be made in close consultation with all students and clearly publicised. It is essential that these deadlines be met.

It is a teacher's responsibility to manage the assessment schedule.

It is a student's responsibility to submit assessments by the published deadline.

Parents/guardians will be notified in cases where concern for a student's progress emerges.

(b) Extensions

Generally, **it will not be possible** for students to seek an extension for submission of assessments (unless they are ill or there are exceptional circumstances). Extensions need to be negotiated by the student with respective teachers.

In cases where work is not submitted on time, penalties of 5%-10% reduction in marks (per day) may apply.

Extensions may be given at the discretion of the teacher in cases of illness or significant personal problems. **If there is a prior commitment, such as soccer or an excursion, the work must be submitted prior to the published deadline.** If a student does not apply for or receive an extension then the consequences will be the same as for missed work when there is no satisfactory explanation of an absence.

4. EXAMINATIONS

(a) Regulations

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringement will result in an appropriate penalty.

(b) Attendance

Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be negotiated through the Principal prior to the examination date. Participating in family holidays will not be accepted as an exceptional circumstance.

5. CHEATING, COLLUSION AND PLAGIARISM

Students shown to have cheated in assessed work or in examinations will not have that work accepted as valid evidence of their achievement.

Collusion is when a student submits evidence that is not his or her own work for assessment.

Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so (a work is essentially copied). This applies to material found on websites. If work that is not the original product of that student is submitted for assessment, it will not be accepted as valid evidence of achievement.

Upon investigation all students involved in cheating, collusion or plagiarism may have a score of zero registered for that assessment. It is left to the respective coordinator to arbitrate on a student's behalf should he/she has a genuine case.

6. STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- complete the prescribed work requirements in each course by the due date
- maintain a good record of attendance, conduct and progress (**a student who is absent for five periods/days or more per term is deemed to be at risk**)
- **initiate contact with teachers concerning absence from class, missed assessments, extension**
- **requests and other issues pertaining to assessment.**
- maintain a folio of evidence for each course studied and to make it available whenever it is required (Yr 11 &12)

7. STAFF RESPONSIBILITIES

It is the responsibility of the teaching staff to:

- develop a teaching/learning program that adheres to current SCASA guidelines
- provide students with a course outline and scheme of assessment at the commencement of the year/term
- ensure that assessments are fair, valid and reliable
- maintain accurate records of student achievement and assessment
- meet school and external time frames for assessment and reporting
- inform students and parents of academic progress as appropriate.