

Amaroo School Assessment Policy

Amaroo School is implementing a new student assessment policy from the beginning of Semester 2, 2017.

Student achievement at Amaroo School is assessed and reported against Australian Curriculum Standards using a 5 point, A-E scale. This scale describes the *level* of achievement your child has demonstrated against the relevant Australian Curriculum standard in each reporting period.

A means your child demonstrates outstanding achievement of what is expected for their year level.

B means that your child demonstrates high achievement of what is expected for their year level.

C means your child demonstrates achievement that is expected for their year level.

D means your child demonstrates partial achievement of what is expected for their year level.

E means your child demonstrates limited achievement of what is expected for their year level.

In the Secondary School, reporting outcomes are scoped and sequenced and applied to assessment items in each subject. These assessment items are designed to maximise opportunities for your child to progress successfully towards the expected standard of achievement and require your child to demonstrate achievement and progress within set due dates. The evidence your child generates by completing assessment items are applied to a summative grade at the end of each semester.

From the beginning of Semester 2, 2017, Amaroo Secondary School will apply a gradual release of responsibility framework designed to encourage and develop students as successful, independent learners during and beyond the high school years.

In Year 7 students are expected to complete assessment items and major assignments during class time. Teachers scaffold large assignments into smaller items that have a series of due dates and are fully supported within the classroom environment. Students may be required to work on smaller items as homework to ensure they keep pace with class work and assessment items. Some students may negotiate to extend or enrich their classroom experience outside of class time and these students will generally be working above or well above the expected standard of achievement for their cohort.

In Year 8 students will continue to be fully supported to complete assessment items and major assignments with the use of class time and close teacher guidance. Large assignments may still be broken down by the teacher but more student responsibility, choice and control will be incorporated into the assessment schedule. Key deadlines for sections of work will be mapped out with regular progress checks and mini due dates included within a clear timeline. Some parts of the assignment may need to be worked on at home and brought back to the teacher for feedback and ongoing support during class time. Final polished assessment items that are not handed by due date window can still be assessed on work completed to date.

In Year 9 students will work on assessment items and major assignments fluidly during class time and at home. Due dates will be set well in advance of major pieces of work and students must apply for required extensions well before the due date should these be needed. In Year 9 all students will be expected to submit required assessment items within a 5 day window or the item will be marked as incomplete. The five day window for submission begins on the due date of the assessment item. Students who have not met the due date will have parents contacted and be requested to attend the Amcares before and after school Assessment Support Centre. Items not submitted may impact on the final summative grade the student is awarded.

In Year 10 students may be required to complete substantial sections of their major assessment items outside class time. Class time may focus on information, knowledge and skills required to complete major assessment items to a high quality. High levels of personal organisation and time management will be

supported and expected of Year 10 students in order to maximise their opportunities of successfully attaining a tertiary package in Years 11 and 12. All Year 10 students are expected to submit required assessment inside a five day window or the item will be marked as incomplete. The five day window begins on the day the assessment item is due. No major assessment items will be accepted from Year 10 students without formal extensions beyond 5 days. These assessment items will be marked as incomplete. This may impact upon the summative grade the student is awarded.

1. **Due dates for assignments** are set by classroom teaching teams with a firm due date. All assignments must be submitted by students within five days of this due date. All assessment items submitted within the due date window are marked in the same way, using the same criteria across the cohort. All major assessment items are moderated within ten working days of the due date window closing to ensure consistency in teacher judgement. Assessment items are then returned to students.
2. **Extensions for assignments** are possible if a student submits the *Request for an Extension form* before the due date window begins. This form must be signed by the student and their parent/carer and submitted to the classroom teacher. Requests for extensions are not possible on or after the day an assignment is due.
3. **Late or incomplete assignments:** On or before the due date the teacher will contact parents of students at risk of not completing an assessment item. They will also request the student complete a *Late or Incomplete Assignment Form*. By completing the form the student can plan a strategy for completing the assignment and seek intervention or further support available to them in the school. They can also be held accountable for submitting the assessment item within the required five day window period.
4. **Secondary Assignment Support Centre:** When an assignment is not submitted by the due date, attendance at Amaroo Amcares sessions before or after school will be requested. Parents will be contacted and asked to support the attendance of their child during before or after school Amcares sessions to support the completion of assessment within the due date window.
5. **Non submitted items:** If a student has failed to submit an assignment after steps one to five have been followed, the classroom teacher will assign an *incomplete* identifier against the required item. This means a student has not submitted the required evidence of learning and can no longer be assessed for the item. This may affect the final grade awarded your child at the end of the reporting period.

If a student needs to have extended leave from school for reasons, other than illness or exemption, an Application for Extended Leave form must be completed and returned to their AmCares teacher. Extended leave is regarded as any leave of more than one week and must be sought at least one week in advance. It is the responsibility of the student to complete assessment items missed during the period of extended leave. These students will be awarded an A-E grade based upon the published requirements of the course, which may include negotiated assessment options.

I hope this communicates and clarifies the expectation of your child/children in years 7-10 at Amaroo School. If you have any questions, concerns or feedback please contact Secondary Deputy Principal Tiffany Mahon on 61421266 or at tiffany.mahon@ed.act.edu.au.

We look forward to working with you on developing your child as a successful, independent learner during and beyond the high school years.