

*"We are a Catholic community of welcome,
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ASSESSMENT POLICY

1. CONTEXT

At Nazareth we are committed to supporting students to adhere to the 5 Habits of Excellence.

Assessment tasks are the primary means through which students can demonstrate their learning. Work Completion is directly linked to student success in school. This process is designed to assist our students with developing their study habits and to affirm effective self-management as a learning tool.

The Nazareth Assessment Policy is founded on the following documents:

- CESA Curriculum, Assessment and Reporting in Catholic Schools policy
- SACE Board Assessment Deadlines policy
- SACE Board Supervision and Verification of Students work policy.

2. POLICY

Prevention

- a) Teachers provide students with a clear indication about the nature of assessment tasks. Task sheets and due dates must be available to students on SEQTA. Teachers notify students of any changes to assessment plans and update SEQTA accordingly.
- b) Students are responsible for checking SEQTA when absent for new assignment task sheets and due dates. Students should also seek clarification from subject teachers should they have any questions.
- c) Teachers will provide check points to monitor progress and hence avoid a deadline problem when tasks are scheduled for completion over a long period. This also allows teachers to verify the authenticity of a student's work.

Submission

- a) Subject teachers must set deadlines by which time an assessment task must be submitted. Teachers are required to ensure deadlines occur on a day when they have that class and the deadline for submission is at the end of the scheduled lesson. The setting of deadlines during a planned teacher absence should be avoided.
- b) If a student does not submit the work by the due date without an approved extension, 'not submitted' will be indicated on SEQTA and a zero (0) mark will be recorded. Families of students who demonstrate a pattern of missing deadlines will need to meet with a House Leader and member of the Leadership Team.

- c) Students who are absent for an assessment task deadline due to illness or extenuating circumstances are to submit their task upon the first day they return to school, irrespective of their timetabled lessons.
- d) It is not the College's practice to have students resubmit SACE assessment tasks; once work has been assessed and graded by a teacher, it may not be further developed by the student for resubmission.

Extension (Appendix A)

- a) Students who wish to apply for an extension must obtain an Extension Application form (available from Student Services and E-Naz) and must:
 - Submit this extension request form to their subject teacher at least the day prior to the due date. (Email requests will not be considered)
 - Meet the guidelines for eligibility
 - Provide evidence where required to support the request.
- b) Guidelines for eligibility for an extension are:
 - Illness or injury supported by medical certificate or other relevant documentation
 - Compassionate grounds which may include personal or family crisis or schoolwork overload supported by evidence
 - Misadventure (unforeseen, unavoidable event beyond student's control) which prevents work from being completed by the deadline
 - Technological breakdown, providing the student can provide sufficient evidence from work folders of progress / close to completion e.g. drafts / back up.

Invalid reason for an extension may include:

- Holidays
 - Unexplained absences
 - Unapproved non-school related activities
 - Poor time management
 - No internet access (access is available at school)
 - Not having a task sheet.
- c) Students and parents/guardians should be aware that extensions will only be granted in exceptional circumstances. Extensions are not granted automatically on request and will not be granted on the due date.
 - d) The maximum period for an extension is one week from the original due date (as this may impact on the feedback and return process for teachers and other students). If a longer time period is required, this will lead to special provisions in consultation with the Leader of Teaching and Learning, SACE Coordinator and/or Assistant Principal Teaching & Learning. This may include strategies such as removal of task, modification of task or alternative task.
 - e) An absence during the period of time allowed for an assignment does not automatically entitle a student to an extension.



Appeals (Appendix B)

- a) All students have the right of appeal if they consider they have not been treated justly.
- b) Student and House Leader meet to complete an Appeal form. The form requires students to provide details of the task, background information on the situation, any processes that have been completed, and evidence of assessment completed. An appeal must be submitted within 3 school days of the deadline.
- c) House Leader will schedule a meeting with a panel (House Leader, Leader of Teaching and Learning or Assistant Principal Teaching and Learning) to review the case. Outcomes of the panel's decision will be communicated to the student and parents/caregivers.

Return of Work

- a) Assessment tasks should be marked and returned to students within two weeks of the deadline and the grade recorded on SEQTA.
- b) Tasks should be assessed against the ACARA and/or SACE Standards for the subject and relevant to the program as described in the Curriculum Assessment Plan on SEQTA.
- c) The College's practice is to use a 15-point grading scale. Grading from A+ to E- grading allows for a finer distinction of grade achievement to be shown.
- d) Teachers are to use rubrics and include constructive diagnostic comments as part of their feedback to students.

3. RESPONSIBILITY FOR IMPLEMENTATION, MONITORING AND CONTINUAL IMPROVEMENT

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

- Principal
- R-12 Deputy Principal
- Heads of Campus and Campus Leadership Team Members
- House Leaders and Year Level Coordinators
- Class and Mentor Group Teachers.

4. REVISION RECORD

The following roles provide a point of contact for the policy and are responsible for its ongoing review:

Policy Leader	Principal
Approval Authority	Nazareth Leadership Team
Review Date	March 2024
Previous Revision Dates	N/A



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APPENDIX A – EXTENSION APPLICATION FORM

Extensions must be approved at least 24 hours before the original due date

Student Name:			
Mentor Group:		Date:	
Subject:		Teacher:	
Task Name:		Original Due Date:	

The student above is applying for an extension based on the following criteria:
(place a tick in the appropriate box)

- Illness or injury supported by medical certificate or other relevant documentation
- Compassionate grounds which may include personal or family crisis or school work overload supported by evidence
- Misadventure (unforeseen, unavoidable event beyond students control) which prevents work from being completed by the deadline
- Technological breakdown, providing the student can provide sufficient evidence of progress / close to completion e.g. drafts / back up

Evidence supporting extension: _____

Subject Teacher:

Based on the evidence and circumstances the application for extension is:

- Granted (recorded on SEQTA) – revised due date: _____
- Not Granted

Comments: _____

Signed: _____ Dated: _____

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APPENDIX B – ASSESSMENT APPEAL FORM

Student Name:			
Mentor Group:		Date:	
Subject:		Teacher:	
Task Name:		Original Due Date:	

The student above is applying for an appeal based on the following criteria:
(Place a tick in the appropriate box)

- Illness or injury supported by medical certificate or other relevant documentation
- Compassionate grounds which may include personal or family crisis or schoolwork overload supported by evidence
- Misadventure (unforeseen, unavoidable event beyond student's control) which prevents work from being completed by the deadline
- Technological breakdown, providing the student can provide sufficient evidence of progress / close to completion e.g. drafts / back up
- Other (please specify below)

Evidence supporting appeal: _____

Review panel:

1) _____ 2) _____ 3) _____

Panel Decision/Appeal Outcome:

- Student / Family advised of outcome
- Subject teacher notified (if required)

House Leader: _____

Signed: _____ Dated: _____