**GIHS**

**Junior Assessment Policy**

**Rationale:**

Glen Innes High School ensures that all assessment items meet Stages 4 & 5 NSW Education Standards Authority (NESA) requirements and Department of Education requirements.

**Aims:**

Every student will be made fully aware of the KLA, school, NESA and Department of Education requirements for all formal assessment tasks.

**Implementation:**

* All students will be given a **minimum of 2 weeks written notification** of an assessment task.
* For all tests, students must leave their bags as instructed by staff. **Mobile phones must be in bags as determined by the School Phone Policy and switched off.**

 **Submission of Tasks:**

* Every student is expected to submit or sit for all assessment tasks by the due date. **Assessment tasks must be handed in by 3.00pm of the due date including electronic submissions.**
* Students in Years 7, 8, 9 and 10 **who do not submit tasks by the due date will lose 10% of the total marks every school day the task is late.** It will be marked on a sliding scale:

1st day late: 10% maximum mark of 90.

2nd day late: 20% maximum mark of 80

3rd day late: 30% maximum mark of 70

4th day late: 40% maximum mark of 60

5th day late: 50% maximum mark of 50;

6th day late: then 0.

 **Plagiarism:**

* **Work submitted in an assessment task must be only that of the student.** If a student uses the work of another person or directly copies from published texts or an internet site to complete a task they will receive a **zero mark**. If the work used was that of another student from this school, who knowingly supplied the information, then that student may also receive a zero mark as well.

**Unsubmitted Tasks:**

* Acceptable reasons for the late submission or absence from an assessment task include illness, accident or other unforeseen circumstances. In each case the incident **must be supported by appropriate documentation**, such as a doctor's certificate **and attached to an Appendix A**. Technological failure is not considered an acceptable reason for late submission of a task. The Head Teacher of the KLA and Principal will determine if the reason is acceptable.
* If a student requires an extension on an assessment task, the application for an extension must be in writing and submitted to the Head Teacher **at least one week before the due date** of the assessment.
* When a student fails to complete an assessment task due to a **valid reason** then the student will be given an amended due date for that task. In some instances, an alternate task may be provided.
* If a student fails to complete any assessment task then an official warning letter will be sent to the parent/guardian indicating that the syllabus outcomes have not be achieved and the task has been awarded a zero mark. The student will still be required to attempt the task.

 **Concerns:**

* If students have concerns regarding the assessment procedures followed for an assessment task then they have the right to appeal the process. An assessment task appeal form will need to be completed and submitted to the Head Teacher of the relevant KLA.

**Evaluation:**

This policy will be reviewed as part of the school's three year evaluation cycle.

Updated: May 2021