

## ASSESSMENT POLICIES

(Further information on assessment policies can be found on the BSSS website <http://www.bsss.act.edu.au/>)

**Late Submission of Work:** In accordance with BSSS guidelines work submitted late will be penalised at the rate of 5% (of possible total marks) per calendar day late (including weekends and public holidays) to a maximum of 35% of the total available marks. Any submission after the 7<sup>th</sup> late day will be awarded a notional zero. A notional zero is a mark calculated at the end of the unit in accordance with BSSS policy at the time and will be lower than the lowest real score. Work cannot be submitted on a weekend or public holiday.

**This table demonstrates the application of late penalties.**

	<i>Due Mon</i>	<i>Due Tues</i>	<i>Due Wed</i>	<i>Due Thurs</i>	<i>Due Fri</i>
<b>Received Monday</b>	0				
<b>Received Tuesday</b>	5%	0			
<b>Received Wednesday</b>	10%	5%	0		
<b>Received Thursday</b>	15%	10%	5%	0	
<b>Received Friday</b>	20%	15%	10%	5%	0
<b>Saturday</b>					
<b>Sunday</b>					
<b>Received Monday</b>	35%	30%	25%	20%	15%
<b>Received Tuesday</b>	NZ	35%	30%	25%	20%
<b>Received Wednesday</b>	NZ	NZ	35%	30%	25%
<b>Received Thursday</b>	NZ	NZ	NZ	35%	30%
<b>Received Friday</b>	NZ	NZ	NZ	NZ	35%

(Note: NZ = Notional Zero)

If a student is unable to hand in work on time, due to illness or misadventure, satisfactory documentation must be provided to support a request for extension to the due date (special consideration). Requests for an extension should be made to the class teacher in advance. If a student knows in advance and for good reason she/he will be unable to be present for an assessment item the class teacher must be informed as soon as possible to arrange an alternative date or assessment item.

**Assessment Tasks:** If absence from an assessment task is known in advance and unavoidable, the teacher should be told prior to the task being due. Absence from a test requires the presentation of a medical certificate or other explanation acceptable to the college. Tests must be taken on the scheduled day except in the case of illness or other extenuating circumstances, where the student is required to supply a letter from a parent/ guardian or a medical certificate.

**Completion of Assessment:** A student will be awarded a V grade in a unit where she/he, fails to submit items of assessment worth at least 70% of the assessable work without acceptable and documented explanation.

**Class Attendance and V grade Policy:** It is expected that students will attend all scheduled classes/contact time/ structured learning activities for the units in which they are enrolled, unless acceptable documentary evidence is provided. A student may be awarded a V grade in a unit where she/he has unacceptable absences in more than 6 scheduled classes in a semester unit (or 3 in a term unit).

**Lateness of more than 10 mins on 6 periods (a double is two periods) in a semester (or 3 in a term unit)** without a satisfactory explanation will be recorded as one unacceptable absence.

**Plagiarism, (the copying of work in any form without acknowledgement of sources)** is a serious offence, and it is the responsibility of students to ensure that they do not commit this breach of discipline intentionally or otherwise. Students may be required to substantiate the authenticity or integrity of completed assignments, reports, etc. Students are advised to keep all material used in preparing their submitted work such as notes, references, photocopied

material, and drafts until the end of the semester. (Refer to the BSSS Policy Booklet, "What's Plagiarism?") <http://www.bsss.act.edu.au/publications/brochures>)

**Unit Grades:** Grade descriptors provide a guide for teacher judgement of students' achievement over a unit of work in this subject. Grades are organized on an A-E basis and represent the standard at which students have worked. A-E grades are awarded when assessment and attendance requirements have been met.

**Appeals and Special Consideration:** When an assessment item is returned, the student should check the marking. If a student wishes to have the marking of an item reviewed, she/he must firstly discuss the matter with the class teacher, who may speak to other teachers if marking was shared. If the review is unsatisfactory to the student, he/she should then approach the relevant faculty head. If, after these two steps, the student remains unsatisfied with the outcome, she/he can consider a formal appeal. This should be lodged with the Deputy Principal. A deadline for appeals may be advertised. Further advice is available from Student Services.

If matters beyond a student's control have seriously affected marks (extended illness or serious family upsets) special consideration may be requested. Workloads in other subjects or difficulties with the English language are not a cause for special consideration. Evidence will be required for a claim for special consideration. Application for special consideration should be made to the head of Student Services.

### VOCATIONAL ASSESSMENT

Each unit of competence will be assessed independently. There will be an opportunity to be re-assessed (if required) to meet national competency standards, however the original assessment mark will be used to calculate the A-E grade. The reporting of competencies may occur progressively or as part of an identified assessment process at the end of the unit. These will be recorded in a student record book.

### GENERAL MODERATION PROCEDURES

**Unit scores (T courses):** Assessment items common to two or more classes will be moderated across classes using techniques such as shared marking or marking by more than one teacher. This may include marking a video or other pictorial record of a performance task. Unit scores will be calculated using assessment item results weighted as advertised in the unit outline. Unit scores in each scaling group (one or more courses) are standardised to historical parameters in the first semester of year 11 and backscaled in subsequent semesters.

**Meshing (T courses):** Where two or more courses occur in a scaling group the meshing of results is conducted using techniques such as: where feasible the same type of assessment items (eg oral, essay, test, assignment, creative response, performance), cross moderation of a significant sample of all grade levels, where feasible weightings for the same type of assessment item are the same for all units, assessment items/ marking schemes or solutions are developed collaboratively. A range of statistical data, including for example historical data for units, a meshing test or common testing data for the cohort, may be used to inform the meshing process.

**Course Scores (T courses):** The course score in a T course where scores are obtained in at least 80% of units studied is calculated using the better of -

- The average of best 80% of scores in units studied in the course.
- The average of the best 80% of scores in the minimum number of units required for the course.

In cases where 20% or more of units studied do not have a score the course score is the arithmetic mean of the scores obtained excepting if more than 50% of units studied in a course do not have a score then no course score is calculated.