

School Assessment Policy – Middle School Summary for Parents/Carers/Students

Emmaus College, Park Avenue

Emmaus College is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity in students as they enter secondary school and as they work towards senior schooling. The Middle School Assessment Policy applies to all students in Years 7, 8 and 9.

	Policy and procedures
Summary	<p>Student responsibility</p> <ul style="list-style-type: none"> engage in the learning for the subject produce evidence of achievement that is authenticated as their own work submit responses to scheduled assessment on or before the due date attend all exams. <p>The Middle School Assessment Policy applies to students in Years 7, 8 and 9.</p> <p>There must be evidence of a response to each piece of assessment for a student to achieve a subject result for a term, semester or unit of study.</p>
Due dates	<p>Due dates for final responses will be published in the assessment schedule via the Emmaus College App and Student Notices by the end of Week 3. Assessment task sheets will identify due dates for checkpoints and drafts.</p> <p>Student responsibility</p> <ul style="list-style-type: none"> recording and adhering to due dates planning and managing time to meet the due dates submitting work on or before the due date informing classroom teachers, Heads of Faculty and Head of Academic Performance as soon as possible if there are concerns about assessment load and meeting due dates. <p>Submissions are due by 4:00pm on the published due date via <i>Turnitin</i> or as identified on the assessment task sheet.</p> <p>In cases where students are unable to submit assessment on or before the due date, it is the responsibility of the parents/carers and student to:</p> <ul style="list-style-type: none"> inform the Classroom Teacher and Head of Academic Performance as soon as possible apply for an extension provide the school with relevant documentation, e.g. medical certificate or parent notification.
Checkpoints	<p>Checkpoints will:</p> <ul style="list-style-type: none"> be detailed on student task sheets monitor student progress (but will not be drafted) be used to establish student authorship.

	<p>Students will work on assessment during designated times and at home and show evidence of progress at scheduled checkpoints and drafts. Teachers will use these checkpoints to identify and support students to complete their assessment. Checkpoints may be required to be submitted via <i>Turnitin</i>.</p>
Drafting	<p>Drafting is a key checkpoint. Drafts may be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons. Drafts are required to be submitted via <i>Turnitin</i>.</p> <p>Possible feedback strategies might include:</p> <ul style="list-style-type: none"> • written feedback • verbal feedback • feedback provided through questioning • a summary of feedback and advice to the whole class. <p>Feedback on a draft must not:</p> <ul style="list-style-type: none"> • compromise the authenticity of a student response • introduce new ideas, language or research to improve the quality and integrity of the student work • edit or correct spelling, grammar, punctuation and calculations • allocate a mark. <p>Feedback is provided on a maximum of one draft per piece of assessment and is provided within one week of submission of a draft.</p>
Response length	<p>Syllabuses and curriculum documents describe assessment techniques and conditions for each assessment technique. Assessment instruments match requirements by indicating the required length of a response as either:</p> <ul style="list-style-type: none"> • a range, e.g. word length (1000–1200 words), page count (9–11 pages), duration (5–8 minutes) • a maximum, e.g. word length (up to 1000 words), page count (up to 10 pages). <p>Assignments: If the student’s response exceeds the word count, the school will allow a student to redact their response before a judgement is made on the student work.</p> <p>Exams: Exams cannot be redacted. Only up to the word count can be marked.</p> <p>Spoken/performance/multimodal presentations: Only up to the time limit can be marked.</p>
Authenticating student responses	<p>Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work. All assessment should be submitted on <i>Turnitin</i>.</p> <p>Depending on the level of plagiarism, students may receive “not rated” NR for the subject, or their draft may get marked instead, or the plagiarised sections are removed and the rest of the assignment will be marked.</p>

<p>Managing non-submission of assessment by the due date</p>	<p>When a student does not submit a response to an assessment instrument on or before the due date set by the school, a result should be awarded using any evidence from the preparation of the response that is available on or before the due date, e.g. checkpoints and drafts.</p> <p>Family holidays, TAFE, and unexplained absences are not eligible reasons to miss a due date for assessment (including exams).</p> <p>In circumstances where students do not submit a final response to an assessment and where there is no evidence of student work on or before the due date, ‘not rated’ (NR) must be entered on the profile and report. It is the responsibility of the student to provide a response to an assessment.</p> <p>In circumstances where a student response is judged as “not rated” (NR), the student will not meet the requirements for that subject and will not receive a grade for their report.</p>
<p>Illness and Misadventure</p>	<p>If a student is ill, becomes ill during the assessment, or is unable to attend or complete an assessment due to illness, the student and their parents/carers must inform the classroom teacher and Head of Academic Performance as soon as possible. This may be before, during or immediately after the assessment session or due date.</p> <p>If a student is unable to complete or hand in assessment in the case of misadventure (an unforeseen event), the student and their parent/carer must inform the classroom teacher and the Head of Academic Performance as soon as possible. This may be before, during or immediately after the assessment session or due date. Note that the situation cannot be of the student/family choosing eg. Family holiday, travel, TAFE, etc. and that missing an assessment or examination due to misreading an exam timetable or ‘forgetting’ an exam may also not be claims for illness and misadventure.</p> <p>Parent/carer notification is required if a student misses an exam or cannot hand in a piece of assessment due to illness or misadventure (circumstances out of the student’s control). Parents/carers are required to contact the classroom teacher and the Head of Academic Performance to apply for an extension if their student is ill or was absent due to other unforeseen circumstances (misadventure). A catch-up session or extension will be organised by the Head of Academic Performance.</p> <p>Family holidays, travel, TAFE and unexplained absences are not eligible reasons to miss an exam or not hand in a piece of assessment and catch-up exams or extensions may not be offered in these instances. This is up to the discretion of the Head of Faculty and Assistant Principal – Curriculum.</p> <p>If a student does not submit a response to an assessment instrument on or before the due date set by the school, a result should be awarded using any evidence from the preparation of the response that is available on or before the due date, e.g. class work, a draft, rehearsal notes, photographs of student work, teacher observations.</p>

<p>Managing School-approved absences</p>	<p>Students may engage in a range of learning experiences or activities that exist outside traditional school-based activities. These activities may involve prolonged absences from school, do not meet the requirements for AARA or illness and misadventure applications and may coincide with scheduled assessment periods. Where appropriate, the school may approve student engagement in these experiences. If approved, the school will:</p> <ul style="list-style-type: none"> • support student access to teaching and learning that will allow students to successfully meet assessment requirements • maintain equitable assessment processes • meet quality assurance timelines. <p>As soon as a student knows they may be absent from school, it is their responsibility to fill in an extended leave form and discuss their absence with the Head of Academic Performance, in order to determine if their absence will affect any assessment.</p> <p>The school will follow QCAA-approved processes to maintain equitable assessment processes for the student if an absence is approved.</p> <ul style="list-style-type: none"> • A comparable examination may be offered • Assessment may need to be handed in on or before the due date (note that an extension is not necessarily granted in all cases).
<p>Plagiarism</p>	<p>Plagiarism includes self-plagiarism, using another student’s work, failing to reference sources, or allowing a tutor or another person to complete or contribute significantly to the response or the use of generative AI.</p> <p>Depending on the level of plagiarism, students may receive NR for the subject, or their draft may get marked instead, or the plagiarised sections are removed and the rest of the assignment will be marked.</p>
<p>Academic Misconduct</p>	<p>Academic misconduct can include (and is not limited to) cheating while under supervised conditions, collusion, contract cheating, copying work, disclosing, fabricating, impersonation, misconduct during a supervised assessment, plagiarism, self-plagiarism, significant contribution of help. It includes the inappropriate use of generative artificial intelligence (AI).</p> <p><u>Assignments</u> Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student’s own work and that was gathered in the conditions specified by the syllabus, on or before the due date.</p> <p><u>Exams</u> Students may be awarded “not rated” (NR). Where appropriate, the school’s behaviour management policy will be implemented, and students may receive a grade of ‘not rated’ (NR) on their report card.</p>