



## ASSESSMENT POLICY & PROCEDURE

All colleges in the ACT must adhere to the ACT Board of Senior Secondary Studies (BSSS) Policies and Procedures. Important information, from the Policies and Procedures Manual, regarding assessment in all courses of study is outlined below. More detail can be found at:

[http://www.bsss.act.edu.au/information\\_for\\_students](http://www.bsss.act.edu.au/information_for_students) and  
[http://www.bsss.act.edu.au/The Board/policy and procedures manual](http://www.bsss.act.edu.au/The_Board/policy_and_procedures_manual)

### ATTENDANCE

It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. Hawker College expects explanations for absences to be provided within two weeks of the absence.

### MODERATION PROCEDURES

Throughout the semester, moderation in the form of common assessment items and marking schemes, cross marking and joint marking occurs across all units in the Moderation Group to ensure comparability of standards. Moderation is a process whereby student's work is compared so that student performance can be graded fairly and consistently. Some students' work will be presented at system wide Moderation Days for review by other ACT teachers of the subject area.

### LATE SUBMISSION of ASSESSMENT TASKS (Non-Test tasks)

Students are encouraged to submit work on time as this is a valuable organisational skill and a key tenet of assessment condition standardisation. Students are also encouraged to complete work, even if it is late, as soon as possible after the due date. The following policy is to ensure equity for all students:

- All assessment tasks are expected to be submitted by the specified due time and date. Unless otherwise stipulated, the due time is 4.00pm for the physical submission of assessment and 11:59pm for the digital submission of assessment, on the due date.
- Unless there are exceptional circumstances, students must apply for an extension to the specified due date in advance, providing due cause and adequate documentary evidence for late submission.
- Where marks are awarded for assessment tasks, a late penalty will apply unless an extension is granted. The penalty for late submission is 5% of possible marks per calendar day late, including weekends and public holidays, until a penalty of 35% or the notional zero is reached. If an item is more than 7 days late, it receives the notional zero score
- Submission on weekends or public holidays may not be acceptable if a physical submission is required.
- Where marks are not awarded, and a grade only is given for an assessment task, teachers will take into account the extent to which students have demonstrated their ability to complete and submit the task by the due date (taking into account any extensions granted) in awarding the grade.
- It may not be possible to grade or score work submitted late after marked work in a unit has been returned to other students. Work not submitted by the time marked work is returned to other



students may be declared as 'Not submitted'. Students should be made aware in writing if this will be less than 7 days after the due date and any granted extensions.

## NOTIONAL ZERO

Where students fail to hand in assessment items for which marks are awarded, they will be awarded a notional zero for that assessment item. The notional zero will be a score, which lies between 0.1 of a standard deviation below the lowest genuine score for that item and zero. If the lowest genuine score is zero, the notional zero is zero.

## UNIT SCORES (T units only)

Raw scores are calculated by adding all the marks awarded for individual assessment items, according to the weightings specified on the Unit Outline. All raw unit scores within a Scaling Group are then combined into two rank order lists, one for each cohort Year 11 and 12. Each list is reviewed by the Faculty School Leaders concerned to identify any anomalies. Each of the rank order lists is then standardised for each semester using historical parameters or backscaling. For the first unit of year 11, the mean and standard deviation of unit scores for each Scaling Group are to be derived from historical parameters, using professional judgement. In subsequent quadrimesters/semesters the unit scores for the Scaling Group are to be back scaled onto the previous half semester/semester.

## UNIT GRADES

Within each course area, there are specific detailed descriptions (called Achievement Standards) of what is expected for a particular grade. These Achievement Standards are published in the Unit Outline.

## COURSE SCORES

Course scores are calculated at the end of Year 12 by averaging the best 80% of your unit scores in this course. For example, if you have 5 units with scores, the scores from the best 4 units will be used. If you have 3 units with scores, the best 2.4 unit scores will be used. The raw course scores calculated by using the 80% rule are reported to the Board of Senior Secondary Studies. To ensure comparability of course scores across subjects and across colleges, the Board uses a statistical process of Other Course Score (OCS) scaling. This statistical process uses students' results from the ACT Scaling Test (AST) as well as college scores, to facilitate the comparison of T course groups across the ACT.

## APPEALS

A student can appeal against an assessment if they feel that the result obtained is not fair. Any concerns about assessment should be raised as soon as possible. Appeals against assessment should be lodged within five working days of the assessment outcome being available to the student. In Semester 2 of year 12, appeals against an assessment task, unit grade/score or breach of discipline should be lodged within two working days of the results being published. Appeals against a course score should be lodged within one working day of the results being published.

## Process

1. Student seeks review from the teacher regarding assessment task mark/grade, unit score, unit grade, course score
2. Student seeks review from the Faculty School Leader, if required following review by teacher

3. Student appeals to the Deputy Principal for a review of college assessment relating to assessment task grade/mark, unit grade, unit score, course score, penalty imposed for breach of discipline in relation to assessment
4. A student, who has been through the college appeal process, may appeal to the BSSS against the college procedures by which the appeal decision was reached. Unless there are exceptional circumstances, a BSSS Appeal will only be accepted if an appeal has first been heard by the college.

## ACADEMIC INTEGRITY

Any cheating, plagiarism, dishonesty, alteration of results or improper practice in relation to assessment constitutes a breach of discipline. Assessment tasks are designed to uphold academic integrity.

Plagiarism is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as a student's own work.

- Plagiarism is not restricted to words but includes unacknowledged ideas, thoughts, opinions, conclusions, diagrams, cartoons, art and practical works, photographs, music, graphs, pictures, statistics, tables, computer programs, computer graphics, visual information from the web, advertisements, interview responses, translations from a foreign language text, using a friend's mathematics assignment, etc – anything you can copy.
- Changing a few words or images does not mean you do not have to acknowledge the source. Paraphrased material must still be acknowledged.
- Purchasing/acquiring an assessment item and submitting it as your own.

Students should:

- Understand the policies and procedures of Hawker College and the BSSS
- Ask for help from the teacher if unsure.
- Allow sufficient time to complete tasks. It is more tempting to rely on another person's work if you are short of time
- Keep files including all research notes, drafts and a copy of the final product
- Never help others to plagiarise by lending your work or computer password
- Understand how to work with other students - what you can and cannot do

Any work that is found to be plagiarised will incur a penalty ranging from a reprimand and warning, in writing, through to the cancellation of all assessment results for Years 11 and 12.

Students who unintentionally plagiarise must be given appropriate counselling and guidance so that they do not repeat the offence.

**Procedures** for situations involving plagiarism:

- Any suspected case of plagiarism will be investigated, applying the principles of natural justice at all stages in the process.
- Any student suspected of plagiarising work will be given a fair hearing and the opportunity to provide evidence of authorship.
- If there is evidence of plagiarism the student will be interviewed by the teacher and the head of faculty and given the opportunity to explain their case before a penalty is determined.

- If plagiarism is shown to have occurred, then the teacher, in conjunction with the Faculty School Leader and Deputy Principal will determine the penalty, taking into account the principles and the penalty schedule listed below.
- The student will also be advised, in writing, of the penalty and informed that they have the right to appeal the penalty under the Breach of Discipline procedures of the Board.
- Details of any case of plagiarism must be recorded and the record kept centrally at the school.

## Penalties

### First incident

One or more of the following penalties will be imposed subject to the degree of the infringement: (a) to (f)

### Subsequent breach(es) of discipline

One of the following penalties will be imposed subject to the breach(es) degree of the infringement and previous of discipline: (b) to (g)

Any one or more of the following actions could be taken for a breach of discipline in relation to assessment:

- a. reprimand, except in cases where benefit would have been derived from such breaches
- b. the making of alternative arrangements for the assessment (e.g. through a reassessment)
- c. the assessment marked without the material subject to the breach being considered
- d. imposition of a mark penalty appropriate to the extent of the breach
- e. cancellation of the result in the particular component of the college assessment concerned
- f. cancellation of the total college assessment result in the unit/course concerned
- g. cancellation of all results for years 11 and 12 in assessments conducted.

These penalties apply irrespective of the unit/subject/course in which the incident(s) occur.

### Right of Appeal

Students have the right to appeal against the application and/or the outcomes of the above procedures. Refer to [Your Rights to Appeal](#)

A very useful resource for students': [Academic Integrity: Student Guide](#)  (604 KB)