



WADALBA
COMMUNITY SCHOOL

Year 7-9 Assessment Handbook

**POLICIES AND
PROCEDURES**

Year 7-9 Assessment Policy and Procedures

Contents

1.	What is assessment?.....	2
1.1	The Common Grade Scale and Standards Referenced Assessment	2
2.	Student Responsibilities.....	3
2.1	Expectations of students.....	3
3.	Nature and Notifications of Tasks	4
3.1	Submission of tasks	4
3.2	Malpractice.....	4
3.3	Procedures for students when absent from tasks and appeals process	5
3.4	Lateness to task.....	6
3.5	Extensions	6
3.6	Excursions and Field Trips/Work Experience/School Business	6
3.7	Technology and Assessment Tasks	6
3.8	Oral/Performance/Practical Tasks	6
3.9	Non Presentation/Non Attempt	7
3.10	Academic Letter of Concern for students in Years 7, 8 and 9	7
3.11	Disability Provisions	7
	Appendix 1- Illness/Misadventure/Extension Form	8
	Appendix 2 - Student Agreement Form	10
	Appendix 3 – Sample ‘Academic Concern Letter’	11
	Appendix 4 – Assessment Calendars.....	12
	Appendix 5 – Sample WCS Assessment Task Proforma.....	12
	Appendix 6 – Assessment Sign-on Sheet	15
	Appendix 7 – Assessment Task Check	17

1. What is assessment?

Assessment is the broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation, particularly when it incorporates interaction with teachers, other students and a range of resources.

School-based assessment tasks may include activities such as examination, tests, written or oral assignments, practical activities, fieldwork, performance and projects.

Assessment:

- provides opportunities for teachers to gather evidence about student achievement in relation to outcomes
- enables students to demonstrate what they know and can do, clarifying student understanding of concepts and promoting deeper understanding
- provides evidence that current understanding is a suitable basis for future learning.

See Sample – Appendix 5 – WCS Assessment Proforma.

1.1 The Common Grade Scale and Standards Referenced Assessment

The Common Grade Scale A to E is used to report student achievement in junior secondary years in all NSW schools. It is also used in Stage 5, Years 9 and 10 where there is no course specific performance descriptors developed to assign grades for the Record of School Achievement (RoSA).

Standards-referenced assessment refers to the process of collecting and interpreting information about students' learning. It uses syllabus outcomes as key reference points for decisions about students' progress and achievement.

The Common Grade Scale describes performance at each of five grade levels. Within our school reports we use the language next to each grade.

A Outstanding	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B High	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C Sound	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D Basic	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E Limited	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

2. Student Responsibilities

2.1 Expectations of students

Students must attend all classes to satisfactorily complete courses. A minimum of 90% attendance is generally expected for students to achieve the outcomes of the course being studied. Unexplained absences, lateness and class attendance patterns will be reviewed regularly to ensure that the students are meeting the course completion criteria and the minimum attendance requirements.

Student Responsibilities include:

- Arriving before 8:20am and must be on time for all scheduled lessons.
- Not leaving the school during the day unless they bring a signed request from their parent/guardian. This is only available for emergency or other unexpected circumstances.
- Not truant a lesson, consequences include recess or after school detention.
- All work submitted must be the students' own work.
- The NSW Education Standards Authority expects students to attempt all assessment tasks.
- Students must submit work by the due date.
- Follow the process outlined in section 3.3 if unable to submit by the due date.
- Prepare for examinations and make a serious attempt.
- Complete the syllabus including participation in class practical work, homework, oral presentations, assignments and examinations.

On the day of the Assessment Task, the student must attend school and be marked present. Students need to submit the task on or before the designated date in accordance with the Assessment Notification –within the timetabled lesson. Students are NOT permitted to work on the Assessment Task during school time, besides Recess, Lunch or a designated study period on the day the task is due. Further details are outlined below in the Attendance to school requirements.

Where a student cannot meet a deadline or is absent for the submission or performance of a task the student must apply for special consideration. If there is a valid reason, an 'Illness/Misadventure/Extension Form' (Appendix 1) needs to be completed and all supporting documentation has to be submitted to the relevant Head Teacher otherwise a zero mark will be awarded.

Students must make a genuine attempt at assessment tasks which contribute in excess of 50% of the available marks otherwise they may be deemed unsatisfactory in that course.

Students who are absent on any day are responsible for ascertaining if an assessment task has been set or issued for any course missed on that day.

Students who transfer into the school after the commencement of the school year and have missed completing any scheduled assessment tasks for their chosen course will be given substitute tasks wherever possible. In some cases estimates may be given.

3. Nature and Notifications of Tasks

Students will receive a minimum of 2 weeks notice for each assessment task. Students will sign for their assessment tasks on the notification register.

Notification of assessment tasks will be communicated to the student in writing and include:

- The scope of each task e.g. Probability in Mathematics.
- The form the task will take e.g. 10 short answer questions.
- The proposed timing and duration of the task e.g. Tuesday 24 May, periods 2 and 3, 80 minutes.
- The assessment weighting allocated to the task e.g. 15%.
- The outcomes being assessed.
- The marking guidelines –Notification Information sheet.
- Any additional details (students will require calculators).

Students should consult with their teacher on a regular basis, to confirm the scheduling of tasks and if absent in case Assessment information is given out.

3.1 Submission of tasks

Tasks should be handed in to the classroom teacher at the time and method notified by the teacher. This may include electronic submission by Google Classroom or any other technologically based platforms. If the teacher is absent or unavailable, then the task is to be submitted to the Head Teacher of the faculty involved. All tasks should be submitted with your name and the task heading clearly displayed.

3.2 Malpractice

It is expected that work submitted in fulfilment of Assessment requirements shall be the student's own work. Examples of malpractice beyond this would include:

- Plagiarism –excessive use of other sources, not acknowledged.
- Copying –using the work of another person and submitting it as your own.
- Not own work –having someone else complete the task.
- Falsifying receipt documents.
- Offering false documentation in support of an appeal.
- Cheating during a test or exam.
- Misbehaving during exams.
- Using Artificial Intelligence (AI) technology.

Where the teacher responsible for a task has reason to suspect malpractice, this should be brought to the attention of the Head Teacher as soon as possible. If the Teacher and Head Teacher are in agreement then the student shall be awarded a zero mark for the task and given a full explanation of the decision. The student may then lodge an 'Assessment Task Appeal Form'.

During any assessment task / exam if a student does any of the following:

- Does anything that disrupts the task or disturbs another student.
- Communicates with another student.
- Looks at another student's work.
- Cheats in any way.
- Takes into the room any books, notes, papers or equipment other than what is allowed by the supervising teacher.
- Makes a non-serious attempt.
- Uses an electronic device. Eg. Phone, Smartwatch, Tablet

A Zero Mark will be awarded and students who have been found to have engaged in Malpractice will be recorded on the WCS wellbeing system and may lead to an 'Academic Letter of Concern'.

3.3 Procedures for students when absent from tasks and appeals process

Where a student cannot meet a deadline or is absent for the submission or performance of a task the student must apply for special consideration. Any application of an extension of time is required before the due date. An "Illness/Misadventure/Extension Form" is not required if the student is on school business at the time the task is due.

If a student is absent on the day of the task:

- The student or his parent must telephone the school and inform the relevant Head Teacher or Classroom Teacher.
- An 'Illness/Misadventure/Extension Form' must be lodged with the Head Teacher or Classroom Teacher of the subject(s) concerned at the beginning of the next day the student is in attendance at school.
- A medical certificate or a signed letter by the parent/carer outlining the reason for not meeting the deadline or being absent.

Medical Certificates for Missed Assessment Tasks. Medical Certificates must:

- be written on a named doctor's pad.
- include the day of the missed task.
- show in detail, the nature of the illness.
- show the length of time the student will be unfit for school.
- be produced immediately on return to school.

If the student does not make an application to the Head Teacher or Classroom Teacher concerned on their next lesson in that subject after the due date of the missed assessment task a zero mark will be recorded.

If the 'Illness/Misadventure/Extension Form' (Appendix 1) is accepted, then the teacher of that course will do one of the following:

- arrange for the student to attempt the task at a different time.
- arrange for the student to attempt an alternative task of a similar nature.
- in exceptional circumstances the Head Teacher may authorise the use of an estimate based on appropriate evidence.

If the 'Illness/Misadventure/Extension Form' is not accepted, the student will be awarded a zero mark and parent(s)/guardians(s) informed with an 'Academic Letter of Concern'(Years 7-9) (Appendix 3).

3.4 Lateness to task

Students need to be on time to class for examinations and assessment tasks. If a student arrives late during an examination/assessment task without a valid reason the student must undertake the task in the remaining time.

If lateness is for a valid reason and supported by evidence (eg Sentral Attendance), the student will be allowed the normal length of time.

3.5 Extensions

Students who are unable to present for an out of class assessment task / assignment for valid reasons may apply to the teacher for an extension prior to the due date for submission of the task. Requests for extensions are to be made in writing using the 'Illness/Misadventure/Extension Form'. Please see Appendix 1.

3.6 Excursions and Field Trips/Work Experience/School Business

Students must attend excursions, field trips, and complete the set work. The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students involved in a school organised excursion, or school organised commitment, that is on the day of an Assessment Task in another subject, the student does NOT have to complete an Assessment Task Appeal. In this case, the teacher organising the excursion/school commitment will have student attendance recorded with the relevant Head Teacher and the Deputy Principal.

3.7 Technology and Assessment Tasks

Some assessment tasks will require that students submit the task in electronic form, and this will be specified when the task is set. All other tasks must be submitted in hard-copy format. It is the responsibility of the student to back up all their work and to ensure that all reasonable steps are taken to prevent technology failure from hampering their ability to submit a task by the due date. Technology failure is NOT, in itself, a valid reason for failure to submit an assessment task on time. Technology breakdown as grounds for an extension will only be considered in extreme circumstances. Note: printing at school should only be a last resort and should be completed before the submission date/time.

3.8 Oral/Performance/Practical Tasks

Students must present oral/performance assessment tasks on the specified due date and at the allocated time. If required, students must show their teacher concrete evidence that the task has been completed on time. (This may take the form of a written submission of what will be presented orally during the allocated time). On the specified day that the task is due, teachers will normally indicate the order in which they will make their presentations. Students must complete the task during the allocated time.

3.9 Non Presentation/Non Attempt

If a task is not attempted or submitted by the due date and the student is not exempt, the student will receive a mark of zero.

3.10 Academic Letter of Concern for students in Years 7, 8 and 9

Students in Years 7 through to 9 not working with 'sustained diligence and effort' may be issued a 'Academic Letter of Concern' for not meeting school/course requirements if:

- Class work is incomplete over a prolonged period of time.
- Homework is incomplete over a prolonged period of time.
- Assessments, assignments, practical work, major works, competencies are incomplete.
- A 'Zero Mark' is awarded for any reason.
- Attendance is unsatisfactory, WCS expects at least 90% attendance to be maintained in courses.

The 'Academic Letter of Concern' process aims to give the student time to complete the mandatory course requirements and rectify the problem and notifying the parent(s)/guardians(s) of the school's concerns impacting their overall mark or grade for that subject. Please see Appendix 3 for a sample.

3.11 Disability Provisions

If a student is entitled to disability provisions for examinations/assessment tasks, medical documentation must have been provided to our Learning and Support Team to ensure the appropriate provisions can be communicated with classroom teachers.

Please contact the school email address with your supporting documentation to the attention of the WCS LaST team - wadalba-c.school@det.nsw.edu.au

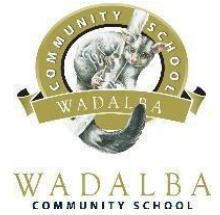
Note the following unacceptable grounds for appeal:

The provisions of the appeals process do not cover disabilities for which the school has already granted disability provisions, unless an unforeseen episode occurs during the assessment task (eg a hypoglycaemic event suffered by a diabetic student or a student who has been isolated but is still ill) or further difficulties occur, the authenticity of which is supported by the supervising staff member.

Appendix 1- Illness/Misadventure/Extension Form

Wadalba Community School

Illness/Misadventure/Extension Form



Section I – Parent and student to complete

Assessment Task:			
Student's name:		Date	
Subject:		Class Teacher:	
Type of Task		Date Scheduled:	

Tick	Reasons for Application (please detail below and provide supporting evidence)
<input type="radio"/>	Late to class on the day of the Assessment Task
<input type="radio"/>	Extension due to illness on day of Assessment Task
<input type="radio"/>	Absence from Assessment Task due to exceptional circumstances (<i>submit at least one week before</i>)
<input type="radio"/>	Other commitment on day of an Assessment Task (<i>submit at least one week before due date</i>)
<input type="radio"/>	Absent from Assessment Task, or absent when an Assessment Task is due because of illness or exceptional circumstances (<i>submit first day back</i>)

Reason for failure to meet requirements:

Detailed reason for absence (e.g family death, illness or injury details, holiday, transport concerns)

For how long were you impacted? Provide specific dates.

Evidence Attached? *Please staple to the back of this form*

Doctors Certificate Signed statutory declaration Parent letter (only allowed for Years 7 -9)

Student Signature:		Date:	
Parent Signature:		Date:	

Section II – Resolution Decision (Head Teacher to complete)

<input type="radio"/>	Application Upheld	<input type="radio"/>	Application declined
Head Teacher Comments			
Class Teacher Signature:		Date:	
Head Teacher Signature:		Date:	

Year 7-9 Assessment Handbook Policy and Procedures



Only complete Page 2 if making an appeal on the initial Illness / Misadventure / Extension

Section III – Appeal of Head Teacher Decision (Student / Parent to complete)

Please state the reason for the appeal of the original decision (Student / Parent to complete) and support with new evidence

Comment and reason for appeal

Student Signature:		Date :	
Parent Signature:		Date :	

Section IV – Appeal Resolution Decision (Deputy Principal to complete)

<input type="radio"/> Appeal Upheld	<input type="radio"/> Appeal declined
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Comments – Appeal Panel Decision

Refer to Assessment Appeal Panel	YES <input type="radio"/> tick	NO <input type="radio"/> tick
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Head Teacher Signature:		Date :	
Deputy Principal Signature:		Date :	
NESA Contact:		Date :	
Year Advisor:		Date :	
Head Teacher:		Date :	

Appendix 2 - Student Agreement Form

Receipt of Assessment Policy and Procedures

- A copy of this Assessment Policy and Procedures 2024 has been emailed to each student and carer at the commencement of the new year.
- A copy of this Policy can also be found on our school website under “handbooks” and under “Rules and Policies”.
- I understand that it is my responsibility to read, understand and follow the procedures for assessment set out within, and to seek help from my class teacher and/or Head Teachers and/or if I have any difficulty meeting my obligations.
- I understand that the Assessment Schedule overview for my courses are found in the relevant cohort curriculum handbook (<https://wadalba-c.schools.nsw.gov.au/about-our-school/handbooks.html>).
- The school will provide a detailed assessment notification form to students at least 2 weeks prior to the date of submission of an assessment.

**Please reply to the School Bytes email to acknowledge your receipt of the
“Year 7-9 Assessment Handbook”.**

Year 7-9 Assessment Handbook Policy and Procedures



Appendix 3 – Sample ‘Academic Concern Letter’

Wadalba Community School

Progress with Pride

Unlocking the Brilliance in Each of Us



Parent Name
Parent Address

Non-satisfactory completion of Coursework History (Stage 4): (Name)

Dear (Parent Name)

I write to inform you that (Name) has failed to submit the following task:

History task 1 - Online skills test.

I am concerned that this result could affect (Name) satisfactory completion of this course. It is important that (Name) attempts all set work to ensure steady progress and develops responsible work habits to achieve set outcomes.

Satisfactory completion of a course requires students to have:

- (a) followed all the elements of the course; and
- (b) achieved some or all of the course outcomes; and
- (c) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course.

Could you please discuss this matter with Should you wish to discuss this matter, please contact me during school hours on 02 4356 2888.

Mr Paul George

Classroom Teacher

Mr Dean Hancock

Faculty Head Teacher



Orchid Way, Wadalba NSW 2259 PO Box 294, Wyong NSW 2259 T: 02 4356 2888
Email: wadalba-c.school@det.nsw.edu.au Website: <http://www.wadalba-c.schools.nsw.edu.au/>

Principal: Mr Mark McConville (Rel)
Deputy Principals: Mrs Deanna Beecroft | Mr Matthew Sawyer | Mrs Rebecca Mace (Rel)
Ms Roxanne Sanday | Mrs Samantha Martin



Year 7-9 Assessment Handbook Policy and Procedures




Appendix 4 – Assessment Calendars

Please see Individual Cohort Curriculum Handbooks for detailed assessment schedule.

<https://wadalba-c.schools.nsw.gov.au/about-our-school/handbooks.html>

Appendix 5 – Sample WCS Assessment Task Proforma

 WADALBA COMMUNITY SCHOOL		202... YEAR ... SUBJECT Assessment Task # Assessment Task Title	
TASK DESCRIPTION: To demonstrate your knowledge and understanding of the TBA unit of work, you will...			
TASK WEIGHTING	TBA %	TOTAL MARKS	TBA
OPTIONAL DRAFT DUE DATE: <ul style="list-style-type: none"> • CLASS1: • CLASS2: • CLASS3: • CLASS4: • CLASS5: • CLASS 6: • CLASS7: • CLASS8: • CLASS9: • CLASS10: 		FINAL SUBMISSION DUE DATE: <ul style="list-style-type: none"> • CLASS1: • CLASS2: • CLASS3: • CLASS4: • CLASS5: • CLASS 6: • CLASS7: • CLASS8: • CLASS9: • CLASS10: 	
<ul style="list-style-type: none"> • MODE OF SUBMISSION DRAFT ASSESSMENT TASK: • MODE OF SUBMISSION FINAL ASSESSMENT TASK: 			
SYLLABUS OUTCOMES ASSESSED: <ul style="list-style-type: none"> • • • 			
ASSESSMENT CRITERIA - YOU WILL BE ASSESSED ON YOUR ABILITY TO: <ul style="list-style-type: none"> • • • 			

Year 7-9 Assessment Handbook Policy and Procedures



Marking Criteria Option 1

Grade	Mark	Assessment Task Title	Marking Criteria
A	-		<ul style="list-style-type: none"> • • •
B	-		<ul style="list-style-type: none"> • • •
C	-		<ul style="list-style-type: none"> • • •
D	-		<ul style="list-style-type: none"> • • •
E	-		<ul style="list-style-type: none"> • • •
	0		<ul style="list-style-type: none"> • Not attempted or plagiarised.

Marking Criteria Option 2

Assessment Task Title Marking Criteria					
Syllabus Outcome	A	B	C	D	E
	Total Marks: ?/?			Final Grade: A: ?-? B: ?-? C: ?-? D: ?-? E: ?-?	

Year 7-9 Assessment Handbook Policy and Procedures



Marking Criteria Option 3

SYLLABUS OUTCOME:	MARKS
• • •	?-? A
• • •	?-? B
• • •	?-? C
• • •	?-? D
• • •	?-? E
Total Marks: ?/?	Final Grade: A: ?-? B: ?-? C: ?-? D: ?-? E: ?-?

Year 7-9 Assessment Handbook Policy and Procedures



Appendix 6 – Assessment Sign-on Sheet



Assessment Sign-On Sheet

Subject:				Teacher:			
Task Number / Task Title:				Due Date:			
Task Weighting:				Year Group / Class:			
Student Name	Task Submission		Task Completion		Change of Assessment Date Notification		
	Student Signature	Date Task Received	Task Submitted	Task Returned & Feedback Received	New Due Date: _____ DP Approval: _____ <i>I have received written notification of the altered / changed date that the above assessment task is due.</i>		
					Student initial	Date change notification received	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
13							

Year 7-9 Assessment Handbook Policy and Procedures



14							
15							
Student Name	Task Submission		Task Completion		Change of Assessment Date Notification		
	Student Signature	Date Task Received	Task Submitted	Task Returned & Feedback Received	New Due Date:		
					<i>I have received written notification of the altered / changed date that the above assessment task is due.</i>		
					Student initial	Date change notification received	
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Appendix 7 – Assessment Task Check

ASSESSMENT TASK CHECK



SUBJECT: _____

FACULTY: _____

TEACHER: _____

TASK NAME AND NUMBER	ADDED TO CALENDAR	HT CHECK (include date)	DP CHECK (include date)	CHANGE REQUIRED Y/N	FINAL DP CHECK	COMMENTS

NB: If a task is completed by students without the final approval of the relevant DP it will be considered void and will need to be redone

