

ASSESSMENT POLICY



GUIDELINES:

1. Assessment is the process of collecting information on student performance in relation to the objectives and outcomes of a course.
2. Assessment at APGS will be guided by Board of Studies (BOS) requirements and developing educational theory and practice.
3. Assessment throughout years 7 – 12 is outcomes based.
4. NAPLAN and HSC assessment is standards-referenced, where the achievement of outcomes is reported against fixed standards articulated as performance bands.
5. Teachers will be responsible for developing assessment programs which comply with BOS guidelines, as can be found in the syllabus documents for each subject, the ACE Manual and the guide “HSC Assessment in a Standards-Referenced Framework”.

PROCEDURES

1. Teachers along are to develop assessment programs for the following year’s courses, involving
 - Mapping subject outcomes & content to cover the course duration
 - Developing assessment program as specified in the relevant BOS syllabus
 - Developing specific assessment tasks which measure the outcomes of the course
 - Developing marking criteria for the assessment tasks which meet the needs of the relevant BOS syllabus documents
 - Developing a feedback proforma for each task which relates to the marking criteria and gives students meaningful feedback about what they are able to do and what they need to do in order to improve their level of performance.

These program overviews, units and assessment schedules are to be filed in the subject folders before the commencement of the New Year.

2. Students are to be provided with
 - At the commencement of the year, an APGS Assessment Handbook which indicates the nature of each assessment task, when it will be held and what weight it carries in determining grades for reports
 - At least two weeks prior to each assessment task, a written notification that includes the exact date the task is due, a detailed description of the task, a list of the outcomes that will be assessed and a description of how the outcomes will be assessed (marking guidelines).
 - Following the marking process, feedback that clearly indicates their performance relative to the marking criteria.
 - At the commencement of HSC courses, additional HSC information relating to absence from an assessment task, late submission of assessment tasks due to illness or misadventure, malpractice and invalid or unreliable tasks; N determinations; and student appeals against assessment rankings
 - At the commencement of the HSC years, a copy of the year’s relevant BOS Guides with student rules and procedures.
3. All assessment schedules will be collated in the production of an assessment booklet for each year group to be given out at the commencement of the following year.



4. Teachers are to familiarise themselves with and follow Assessment Handbook procedures in the case of missed or late submissions. An Illness/Misadventure form must be completed for missed assessments and a doctors certificate provided in years 10, 11, and 12.
5. To avoid the risk of an “N” (non-completion of a course) determination and to fulfil the course completion criteria (particularly if the student is frequently absent from a course) a student is required to:
 - Follow the course developed by the board
 - Apply him/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school
 - Achieve some or all of the course outcomes

If the student is at risk of an “N” (non-completion of a course) determination the Head of Studies should be notified immediately so that appropriate steps may be taken to inform the student and parents, including the issue of an Official Warning Letter (See ACE Manual). If attendance falls below 85% then the student will be seen as not being able to achieve the course outcomes and therefore must be sent an official warning.

6. All assessment marks are to be recorded by course teachers, filled into electronic proformas located on central computer system for the Head of Studies to make a backup each term for off-site keeping.) As an added safety measure, all SC and HSC assessment marks are to be kept in duplicate by subject teachers.
7. In assessing & grading student achievement for School Certificate
 - Teachers will use the BOS guidelines given in the ACE Manual, syllabus documents, School Certificate Grading System (Course Performance Descriptors (CPDs) and Descriptions of Levels of Achievement (DLAs) support documents.
 - Teachers will award the grade which provides the best overall description of the student’s achievement having completed the course
 - The process of determining School Certificate grades requires teachers to:
 - Devise and administer assessment tasks that address the knowledge and skills objectives and outcomes of the syllabus;
 - Observe and record assessment judgments (eg marks, grades, comments) (for school based tasks a will be an award equal to 90% or above, b 80-89%, c 65-79%, d 50-64% and e under 50%) based on the yearly overview of assessments for each subject where later assessments are weighted more heavily;
 - Use assessment information to make a summative judgment of each student’s overall level of achievement at the end of the course by comparing assessment grades, giving prominence to those weighted most heavily;
 - Refer to the Course Performance Descriptors to award a grade (A-E or A10-E2) that most appropriately describes a student’s achievement.
 - Subject teachers will make a comparison of their marks awarded to a student across the year, giving weighting to the tasks as scheduled. If there is a strong variation of one subject’s assessment marks across the year for any particular student, teachers will need to use their own discretion in awarding the grade which best reflects the student’s performance at the end of year 10.
8. In assessing & ranking student achievement for the Higher School Certificate
 - Teachers will use the BOS guidelines given in the ACE Manual, syllabus and support documents and the “HSC Assessment In a Standards-referenced Framework” guide.
 - Teachers will follow APGS’s policies and procedures which are in line with the BOS requirements and outlined in the APGS “HSC Assessment Policy & Procedures.”