



**Holy Trinity School  
Inverell**

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# **Stage 4 Assessment Policy 2024**

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# Holy Trinity School

## Stage 4

### Assessment Policy

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## 1. Assessment (Formative and Summative)

Assessing student achievement is a process of collecting information on student performance in relation to the objectives and outcomes of the course. Assessment may be formal or informal and consist of any of the following:

Exams, class tests, assignments, projects, bookwork, homework, class discussion, debates, oral presentations, practical, group work and classroom work.

The teacher, in consultation with the Assistant Principal and Leader of Curriculum, will decide upon the allocation of grades.

## 2. Responsibilities of Stage 4 Students

Students must work with diligence and sustained effort throughout the course in order to satisfy the requirements of the course.

It is important to note:

- 2.1 ***Disruptive behaviour*** does not demonstrate diligence and sustained effort in the classroom.
- 2.2 ***Repeated failure to complete homework*** does not demonstrate diligence and sustained effort.
- 2.3 ***Non-serious attempts at assessments*** do not demonstrate diligence and sustained effort.
- 2.4 ***Unexplained and constant absences from class*** does not demonstrate diligence and sustained effort.

### **As a student you must:**

Read this handbook carefully. Ignorance will not be a valid excuse for not following instructions.

Ensure that any questions you have about the marks/comments awarded for an Assessment Task are raised with the teacher within 24 hours of being handed back or immediately at the conclusion of the lesson. After this time, all marks and comments stand.

Complete each formal or informal assessment task to the best of your ability.

Demonstrate that through effort and achievement you have met all the requirements of the course.

### 3. **Dates of Assessment Tasks**

- 3.1 Students will receive due notice of dates and tasks each year.
- 3.2 Unforeseen circumstances may result in a change of assessment task date. If this situation arises, students will be given sufficient notice.

### 4. **Absence from an Assessment Task**

- 4.1 If a student is absent, with legitimate reason, for any assessment task, alternative arrangements will be made for the task to be completed, or a substitute task will be undertaken at an agreed time.
- 4.2 If a student has prior knowledge that they will absent for a “hand-in task”, the student must submit the assignment before the due date, or make prior arrangements with the teacher.

### 5. **Dishonesty in an Assessment Task**

Plagiarism is when you pretend you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise the your grade in a task. All work presented in an assessment task must be your own, whether it is an examination or an assignment.

- 5.1 If dishonesty is proven then:
  - i) A zero result will be recorded for that assessment task
  - ii) The letter in Appendix 4 will be sent to parents.
- 5.2 There are set rules relating to behaviour during an examination and consequences of failing to observe these. See Examination Rules in Appendix 2.

### 6. **Due Date for an Assessment Task**

- 6.1 All assessment tasks will be due during the lesson of the due date.
- 6.2 If the teacher is absent on the day the task is due, then the task should be handed to the Assistant Principal or Leader of Curriculum.

### 7. **Extension Request for an Assessment Task**

- 7.1. Students must apply for an extension using the form in Appendix 3.

8. **Late submission of an Assessment Task**

- 8.1 Where an assessment task is submitted late, without legitimate reason, then 10% of the total possible mark is to be deducted for each school day late.
- 8.2 If, after five days, the student has failed to hand in the assessment task, without legitimate reason, a zero mark will be recorded but the task must be completed.
- 8.3 In both situations outlined above, parents will be notified in writing.
- 8.4 Please refer to Appendix 4 for an important note to parents.

## APPENDIX 1

### KEY LEARNING AREAS (KLA)

<b>Stage 4 Mandatory Key Learning Areas</b>
Religious Education
English
Mathematics
Science
Human Society and Its Environment (HSIE)
Personal Development / Health / Physical Education
Creative Arts
Languages
Mandatory Technology

## **APPENDIX 2**

### **EXAMINATION RULES**

#### **Before An Exam**

1. Each student is to have his/her own writing materials, stapler, eraser, calculator and any other equipment specific to the exam. Failure to have this equipment may result in the student being unable to answer parts of the exam.
2. Students are not permitted to borrow any equipment from another student at any time during, or upon completion, of an examination.
3. Only essential equipment, as determined by teachers, is to be taken into the exam room.
4. Students who are found to be in possession of notes or other unauthorised material in an examination room will have their papers cancelled, that is, receive a zero mark.
5. Students must ensure they arrive on time for their exams.
6. Mobile phones and other electronic equipment must not be taken into the examination room.

#### **During An Exam**

1. Students must not communicate either verbally or non-verbally with one another once they have entered the examination room.
2. Students should ensure that their answers and worksheets are not visible to other students.

#### **At the Conclusion of an Exam**

1. It is the student's responsibility to ensure that all parts of a completed exam are handed up and clearly labelled.

**PLEASE NOTE  
ANY STUDENT FOUND CHEATING OR  
ATTEMPTING TO CHEAT WILL BE  
SEVERELY PENALISED**

## APPENDIX 3

### Extension Request Form

A student may apply for an extension of the due date for an assessment task if circumstances outside their control cause significant disruption to their capacity to study effectively. To apply, complete this form and submit it to the staff member/s that have administered the task. This form can be lodged before, on or no later than three days before the due date of the assessment task. In the instance of unforeseen circumstances, special consideration will be given.

#### 1 - Personal details

Student name:

Class / Subject:

#### 2 - Course details

Unit title:

Teacher:

Task title:

Due date: / /

#### 3 - Reason for application

Caring responsibilities

Disruption to routine

Serious illness

Death or serious illness of immediate family member

Other

*Brief description*

#### 4 - Student declaration

I declare that the information provided by me on this form is true and correct.

Student signature:

Date: / /

Parent / Carer signature:

Date: / /

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#### 5 - School use only

Extension granted?  Yes  No

Staff member signature:

AP signature:

New submission date: / /

Student informed of outcome by email on (date) / /



## APPENDIX 4

### DRAFT WARNING LETTER UNSATISFACTORY COMPLETION OF A STAGE 4 COURSE

#### **OFFICIAL WARNING – Non-completion of a Stage 4 (Years 7 – 8) Course**

Dear

I am writing to advise you that your son/daughter \_\_\_\_\_ is in danger of not meeting the requirements for satisfactory completion of the Stage 4 course in \_\_\_\_\_.

Areas in which your child's work is not satisfactory include:

- Completion of homework tasks
- Classwork
- Completion of assessment tasks
- Classroom behaviour
- Other (please specify) \_\_\_\_\_

#### **Criteria for satisfactory completion of a course**

For a student to satisfactorily complete a course there should be evidence that the student has:

- (a) followed the course developed or endorsed by NESA; and
- (b) applied him/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) achieved some or all of the course outcomes.

\_\_\_\_\_ is not currently meeting one or more of these requirements.

In particular, he/she \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### **Official warning**

This is the \_\_\_\_\_ official warning we have issued notifying you that \_\_\_\_\_ is at risk of not completing the above course.

**Opportunity to correct the problem**

The following tasks or requirements need to be completed by \_\_\_\_\_ to correct the problem.

<b>Task or course requirement</b>	<b>Original due date <i>(if applicable)</i></b>	<b>Action required by student</b>	<b>Date for completion</b>

**Action by Parent/Carer**

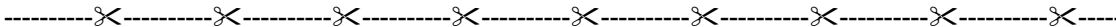
To support \_\_\_\_\_ in meeting the course requirements, we request that you discuss this matter with him/her, and encourage and support him/her to carry out the required actions. Should you wish to discuss this matter before then please contact the school so an appointment can be made to speak with the appropriate teacher.

Please complete the acknowledgement below and return it to the school. Please feel free to add additional comments if you wish.

Yours sincerely,

\_\_\_\_\_  
Class Teacher

\_\_\_\_\_  
Assistant Principal



**Acknowledgement of Official Warning**

I have received the letter dated \_\_\_\_\_ advising me that \_\_\_\_\_  
is in danger of not meeting the course requirements for \_\_\_\_\_ and am  
aware that this is the \_\_\_\_\_ official warning.

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_