



**MACKILLOP**  
Catholic College  
WARNERVALE

# YEARS 7-9

## Assessment Policy & Procedures Handbook 2025

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# 1. Leader of Curriculum Message

Assessment is a 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.

Assessment is used to analyse and interpret the knowledge, understanding and skills that students demonstrate throughout the learning process. Assessment provides information about student learning and achievement at a point in time and the progress students have made.

Assessment is most effective when it is an integral part of teaching and learning. The primary role of assessment is to identify where students are in their learning so that teaching can be adapted to target student needs, and progress can be monitored over time.

Students can engage with their learning through 3 important aspects of assessment:

- Assessment 'for' learning – all the learning tasks that build up or add to the student's ongoing learning. The brain-food for knowledge and skills.
- Assessment 'of' learning – are the formal assessment tasks chosen to be completed at a certain point of time where every student's learning is measured in marks, grades and standards. Mostly, this type of assessment task will be completed through assignments, tests and exams.
- Assessment 'as' learning – are the times when a student can make a self-assessment of their learning. This is important and it is a way of motivating or inspiring oneself to aspire for improvement. A mentor, a parent and a teacher are among the best people to engage with for self-assessment.

It is important for each student to look carefully at the schedule of assessment tasks and then set about completing those tasks in a timely manner within the timeframe set out in the Assessment Schedule and Calendar Handbook. To give yourself the best outcome for success, planning is critical in representing your learning through the set task. Attentiveness in class, discussion with teachers and co-learners and then setting about the task by understanding the marking criteria and scaffolding that will assist you put your best foot forward. Please do not think you have to do this alone – make the connection with your teachers and discuss fully with them and your co-learners and parents. Always remember your work must be your own, not something taken from the internet or copied from another student.

Mackillop Catholic College looks forward to assisting you and celebrating your success.

Mrs A Walters

Deputy Head Student Achievement

Mrs S Winkler

Curriculum Lead 7-12

## 2. College Curriculum Team

Principal	Mrs T Appleby
Head of Secondary	Mr P Lynch
Deputy Head: Student Achievement	Mrs A Walters
Deputy Head: Evangelisation and Catechesis	Mrs C Price
Curriculum Lead 7-12	Mrs S Winkler
Wellbeing Lead	Mr J Legge
Digital Enablement & Innovation Lead	Ms A Goodwin

### **Leaders of Learning and Teaching**

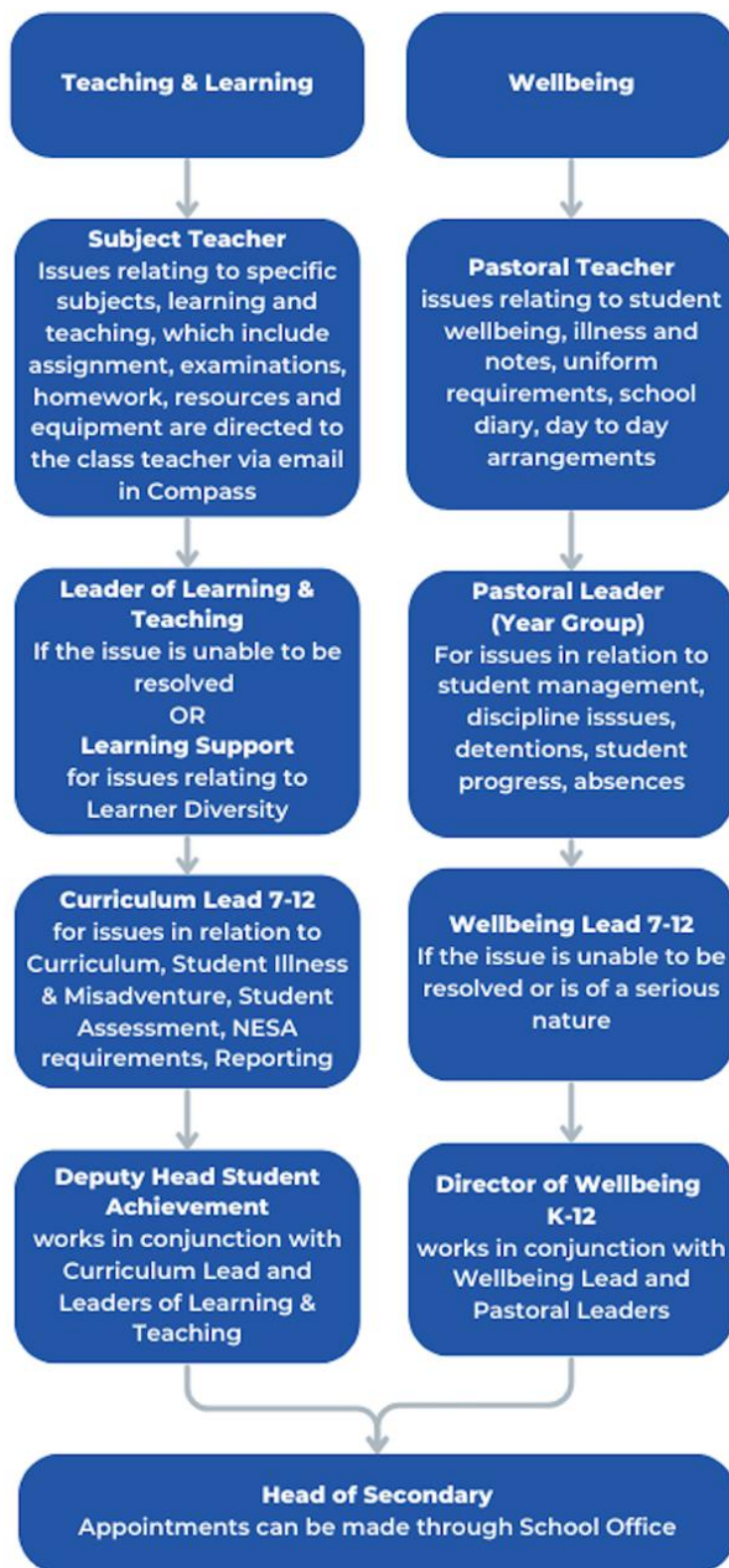
Creative Arts (Visual Arts)	Mrs J Young
English	Mrs K Yates
Human Society & Its Environment	Mrs M Boyd
Languages	Mr A Kilham
Diverse Learning	Mrs M Lowe
Mathematics	Mr G Taylor
Performing Arts (Music/Dance/Drama)	Mrs S Baird
Personal Development/Health/Physical Education	Mrs N Abel
Religious Education	Mrs M Baxter
Science	Mr R Herbert
Technological and Applied Studies	Mr D Clair
Vocational Education Training/Careers Adviser	Mr D Gasparotto

### **Leaders of Pastoral Care**

Leader of Wellbeing	Mr J Legge
Leader of Year 7	Mrs C Gorman
Leader of Year 8	Mrs R Elcoate
Leader of Year 9	Mr M Rickards

### 3. Lines of Communication

Most issues at MacKillop Catholic College can be resolved very quickly if directed to the correct staff member. To assist you and your student, the flow chart below details the lines for effective communication within the College.



## 4. NESA Mandatory Study Requirements

Based on the Education Act requirements, NESA has determined that for students to be eligible for a Record of Student Achievement they are required to study the following subjects:

- English
- Mathematics
- Science
- Geography and/or History
- PDHPE
- Design and Technology (in Years 7 and 8)
- Visual Arts (in Year 7 or 8)
- Music (in Years 7 or 8)
- Languages (in either Years 7 or 8)
- Religious Education is a requirement for all students at MacKillop Catholic College.

## 5. Assessment Program

The NSW Education Standards Authority (NESA) suggests that a total of 3-5 assessment tasks is sufficient to measure student achievement against syllabus objectives and outcomes.

### 5.1 Reporting

All reporting of student achievement at MacKillop Catholic College is compliant with Federal Government legislation. All student achievement will be recorded on a scale from A to E. The benchmarks used for the determination of student grades will be based on NESA's Common Grading Scale as shown above.

Each student will receive a report each Semester on how they have achieved course outcomes based on a variety of formal assessment instruments. Stage 4 students (Years 7 & 8) will receive a grade for each course. Stage 5 (Year 9) students will receive a mark and a grade.

- Semester 1 Report (prior to Term 2 parent/teacher interviews)
- Semester 2 Report (Last day of Term 4)

### 5.2 Marking and Grading

Teachers aim for a **2-week turn around** in marking, ensuring that feedback is close to the assessment event in accordance with NESA'S Assessment principles. Students should receive meaningful and constructive feedback on how they have achieved the outcomes(s) for a particular assessment task. Marks for individual assessment tasks will be made visible to parents and students in Compass.

As to maintain consistency with NESA, a Common Grading Scale will be used; the descriptions of levels of achievement for both Stages 4 & 5 will be categorised into 5 broad bands of achievement:

<b>A</b>	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>B</b>	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.
<b>C</b>	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.
<b>D</b>	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
<b>E</b>	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.

## 6. Approved Leave

### 6.1 Approved Leave

Granting of leave is a matter for the Principal to determine. The Principal has discretion in granting leave provided that they are satisfied that the impact of the absence is not substantial and that the progress of the student towards course outcomes will not be unduly affected.

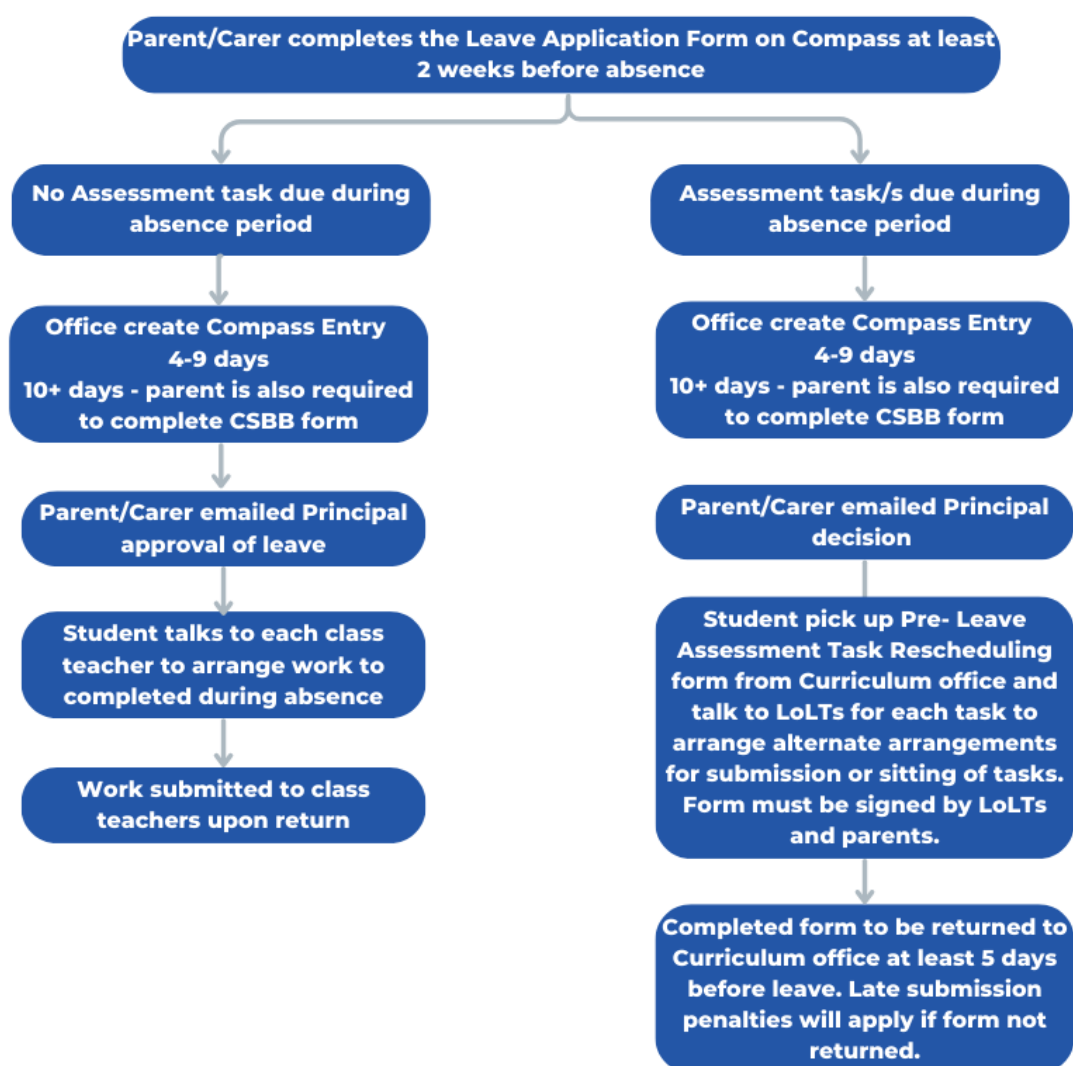
Students intending on taking leave must apply in writing to the Principal at least two weeks prior to departure providing clear evidence as to why leave should be given by submitting the Leave Application Form (found on Compass). This form requires parent/carers to list all assessment tasks that will be missed during the absence. Students must wait until the Principal has given permission, before taking leave. Students should not automatically assume leave has been granted. Vacations taken outside normal College holidays will not be accepted as a valid reason for absence from an assessment task.

If the request for Leave is not approved by the Principal any non-submitted or missed assessment tasks will receive zero marks.

As part of the application process students must consult with the LoLT to make arrangements for any assessment tasks by completing the Pre-Leave Assessment Task Rescheduling Form. Generally, all hand in tasks must be submitted prior to the leave. In-class tasks will be scheduled before the leave commences and may require students to complete a substitute task at a time decided by the LoLT. In extreme circumstances the Deputy Head Student Achievement may approve the allocation of an estimate based upon evidence of assessment.

## 6.2 Approved Leave Process

Students must collect the Pre-Leave Assessment Task Rescheduling Form as soon as the Leave Application Form has been submitted and completed **at least 5 school days** before the commencement of the leave. The form must be completed and signed by LoLT for each assessment task. Students are also expected to liaise with their teachers for advice on any work missed during the absence. Rescheduled assessments will generally be done prior to the commencement of the students leave. The student and parent/carer must read and sign the form after their child completes the assessment and subject requirements section. The completed and signed form must be returned to the Curriculum Office **at least 5 school days** before the commencement of the leave.





Where the period of leave requested is extensive, the student must demonstrate to the Principal that outcomes in each course will be achieved. Educational progress can be ensured by a variety of means, including assignments set by the College, tuition or private study, attendance at another school, distance education lessons and catching up.

## **7. Assessment Policy**

### 7.1 Course Assessment Schedules

Course Assessment Schedules provide students with the general nature, weighting and timing of formal tasks. The schedules for all courses are in the Assessment Schedule & Calendar Booklet for each year group.

A student will not perform more than two test-type assessment tasks per day.

### 7.2 Assessment Notification

Course teachers will advise in writing the precise timing and nature of the task, at least two weeks before the task commences. Assessment Notifications will be posted in an electronic format onto the course learning platform. If uncertain about a task, students should communicate directly with the course teacher or LoLT.

It is the student's responsibility to ensure that students know what work has been missed and to catch up on that work. The same conditions apply if students are absent when an Assessment Task is notified. Students are not entitled to any automatic extension of time for the task.

### 7.3 In Class Tasks – tests, examinations, speeches and presentations

It is expected that each student will bring basic equipment to an assessment task, as well as any special apparatus indicated by the class teacher or on the Assessment Notification. Unless other instructions are given, normal examination conditions will apply to all tasks, including mobile phones and smart watches being prohibited from the examination room.

In-class assessment tasks may be scheduled during different periods throughout the school day. Students are reminded of the malpractice provisions of this policy and must understand that their interests are best protected by not assisting students in a class who may have a similar task to complete later in the day. Common conditions and marking procedures will occur for all students.

It is expected that students be present for the start of the school day, and the day prior, to handing in a prepared task or sitting an in-class task.

## 7.4 Disability Provisions

The teacher may apply disability provisions for the completion of the assessment task if the student has been granted such provisions by NESA or by the College's Diversity Team, or in accordance with the adjustments and accommodations agreed upon in the student's current Personalised Learning and Support Plan.

## 7.5 Absence on the Date of an Assessment Task



## 7.6 Non-Attempt and Non-Serious Attempt

Students who make non-serious or non-attempts will be required to redo the task in an Academic Restoration Detention. Parents/carers will be advised in writing.

## 7.7 Late or Non-Submission

Any tasks submitted after 9.00am, or the arranged time, will be deemed LATE. If a student has not applied for, and been granted, an extension of time **a zero mark** will be awarded.

No responsibility will be taken if a student gives their assessment to another student, teacher or office staff member. No responsibility is taken for a misplaced assessment task.

Students who miss a formal in class 'test-type' assessment task will either be required to attempt a task upon their return to the College or be allocated an estimate result based on previous performance / or appraisal based on informal assessment.

Students will be required to submit a hand in task on their immediate return to the College.

If a student is unable to forward appropriate documentation to substantiate their non-submission they may receive a zero grade for that assessment task.

1. A students' parent/carer will be notified by email through Compass about the non-submission of a task within 24 hours of the task's due date by class teacher.
2. If the task is not submitted after **four (4) school days** from the due date, the LoLT will send an email home, through Compass. This will advise the zero grade for the task and the requirement to attend an Academic Restoration Detention to complete the task.
3. The student is encouraged to submit the assessment task before the Academic Restoration Detention, in which case the detention will be cancelled.
4. During the Academic Restoration Detention students will be given an opportunity to complete the requirements of the task in order to receive feedback on their progress.
5. Failure to attend the Academic Restoration Detention will result in the student being referred to a Long Afternoon Detention.

## 7.8 Extensions

In general, students will not receive extensions for foreseeable circumstances, e.g. students could not complete work because they had sports training. It is expected that students will manage their time effectively and adequately plan the completion of assessment tasks. Classroom teachers are not permitted to grant extensions; the LoLT will have oversight of any extensions.

## 8. Malpractice Policy

Malpractice is any attempt to gain an unfair advantage over other students. Malpractice in any form is unacceptable. All work must be a student's own or must be acknowledged appropriately. Types of malpractice in assessment tasks may include, but are not limited to:

- using generative AI tools to compose or improve all, or parts of, an assessment task, unless specifically instructed by the task
- plagiarism: using the words, ideas, designs or workmanship of others without acknowledgement or copying from another student. Examples of plagiarism include, but are not limited to:
  - Downloading information from the Internet and presenting this as your own work.
  - Taking information from a published source (encyclopedia, book, magazine etc) without acknowledgment.
  - Copying another student's work
  - Getting help or ideas from another person without acknowledging this.
- being in possession of unauthorised notes or electronic devices during a test or examination.

A student who knowingly assists another student to engage in malpractice, is also engaging in that malpractice.

If malpractice is concluded to have occurred, one of the following consequences will apply:

- reduced marks for all or part of the task
- zero marks for all or part of the task

## 9. Summary of Student Responsibilities

A student is expected to:

- become familiar with, and follow, the assessment requirements set by the College.
- complete all set tasks on time or talk to teachers about what is required.
- follow all instructions given for a task, in the notification and on the task itself
- make a genuine and serious attempt in all tasks avoiding behaviour which could be considered cheating, including plagiarism.
- keep records of the progress of your work, for example version history of Word documents.
- keep a final copy of all submitted assessment tasks.
- follow up any concerns with tasks at the time they are marked and returned.

It is the responsibility of any student who is/has been absent:

- to find out if any assessment tasks have been announced.
- to produce an absence note signed by a parent/carer to their class teacher.

## 10. Forms

<u>10.1 Leave Application Form</u>	Please note you must: <ul style="list-style-type: none"> <li>• Submit this form at least 2 weeks prior to the commencement of leave</li> </ul>
10.2 Pre-Leave Assessment Task Rescheduling Form (hard copy only)	To be collected from Curriculum Office and completed at least 5 days before commencement of leave

## PRE-LEAVE ASSESSMENT TASK RESCHEDULING FORM

This form is to be completed once a Leave Application Form has been submitted in Compass. The Compass form will be submitted to the Principal to decide of whether or not to grant leave. Regardless of whether student leave is approved or not, ALL assessment tasks must be submitted/completed on the due date.

<b>Student Name:</b>		<b>Year Level:</b>	
<b>Dates of proposed leave</b>	<b>From:</b>		<b>To:</b>
<b>Total number of College days absent:</b>			

### INSTRUCTIONS:

1. Students must collect this form as soon as the Leave Application Form has been submitted and completed at least 5 school days before the commencement of the leave.
2. The second page of this form must be completed, sighted by all teachers and signed by Leaders of Learning & Teaching for each task. Students are also expected to liaise with their teachers for advice on any work missed during the absence. Rescheduled assessments will generally be done prior to the commencement of the students leave.
3. The student and parent/carer must read and sign the form after their child completes the assessment and subject requirements section.
4. The completed and signed form must be returned to the Curriculum Office at least 5 school days before the commencement of the leave.

### Parent/Carer and Student

I understand that my son/daughter will be on leave from school for \_\_\_\_\_ days and this may adversely impact their academic studies during this time. It is a requirement for my son/daughter to complete set learning and assessment tasks that has been requested by the due dates.

I understand that students who do not submit or complete tasks before the rescheduled date will receive late submission penalties as per the Assessment Policy. If the Leave Application is not approved by the Principal and submission/completion dates are not adhered non-submission penalties as per the Assessment Policy will apply.

I understand that it is the responsibility of my child to ensure they see their teachers upon return to collect any additional learning.

<b>Signed by Student:</b>		<b>Date:</b>
<b>Signed by Parent/Carer:</b>		<b>Date:</b>

Principal Approved Leave	Yes	No
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**Assessment & Subject Requirements: TO BE COMPLETED BY ALL CLASS TEACHERS AT LEAST 5 DAYS BEFORE THE COMMENCEMENT OF LEAVE**

<i>Student to complete (use Assessment Calendar and/or Assessment Notifications)</i>				<i>Leader of Learning &amp; Teaching to complete</i>	
<b>Faculty / Subject</b>	<b>Class/Assessment Item</b> (indicate if in class or take-home task)	<b>Class Teacher</b>	<b>Scheduled Date of Task</b>	<b>Revised Date of Assessment</b>	<b>LoLT Signature</b>

Parent/Carer Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Curriculum Lead 7-12: \_\_\_\_\_ Date : \_\_\_\_\_