



M A R I S T   C O L L E G E   E M E R A L D

# STUDENT ASSESSMENT PROCEDURES



## Philosophy

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Marist College Emerald believes in educating students to be lifelong learners. We believe that homework enhances the development of students. It provides opportunities to extend, reinforce and enrich learning. Regular study improves the students' organisational and self-discipline skills and finally and most importantly, homework acquaints parents with what their child is learning at school.

## Purpose

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1. To encourage self-discipline and personal organisation
2. To create additional time for structured learning
3. To bridge the gap between home and school
4. To allow parents direct involvement in their child's learning
5. To enrich learning
6. To encourage the use of community resources
7. To promote good work habits

## Roles and Responsibilities

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*Parents* - To provide a favourable environment, assistance and supervision by:

1. Asking your child what kind of homework they have every night;
2. Providing a place to work that is conducive to uninterrupted study;
3. Asking questions of the teachers if you have concerns regarding the type and amount of homework being assigned;
4. Reviewing the work your child has done each night;
5. Teaching independence by encouraging your child to complete work with as little assistance as possible.

*Students* - Aim to make your homework time as effective as possible by:

1. Being clear about when assignments are due – checking your assignment calendar;
2. Asking questions when instructions, assignments or deadlines are not clear;
3. Organising your time and resources in order to complete assignments and homework on time;
4. Giving homework your best effort before asking for assistance;
5. Utilising your college diary to organise your work and to plan **ahead**.

*Teachers* - To plan, implement and maintain homework programs that:

1. Practise what is being taught in class or serves as an extension to class work;
2. Provide clear instructions as to when and what is expected of the student including allowance for students with varying abilities;
3. Evaluate and discuss assigned homework with the students as a means of reinforcing class work;
4. Recognise and reward students who consistently and correctly complete homework and seek to improve the study habits of those who don't complete assignments.





## Homework Guidelines

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It is logical to assume the types of homework assigned and the time required to complete it will increase as the student progresses through the College. As a general guide the amount of time spent doing homework should be:

- Years 8 and 9 - 1.5 hours per night
- Year 10 - 2 hours per night
- Years 11 and 12 - 3 hours per night

Homework can be broken into three parts:

1. Work set by the teachers
2. Assignment preparation and presentation
3. Revision of work studied during the day, this can be rewriting of notes, organisation of notes and reading on the topic area being studied.

It is essential that students are able to manage time effectively. All students will benefit from the use of a study timetable, an organization list and a deadline chart.

## The Assessment Procedures

This document is designed to outline the responsibilities of both staff and students in the processes of assessment at the College. Assessment may take the form of assignments, practical applications, oral presentations or examinations.

### The Assessment Calendar

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All items that will form the end of semester results for students will be communicated to parents, students and staff via the Assessment Calendar. The Calendar is issued in Week 3 of each Term and updates are advised via the College Newsletter. Students and parents are advised to use this as a planning tool to assist with time management.

## Examinations

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### Examinations

An examination is any student work designated by the teacher that is sat for 'under test conditions'. Examinations are held either in class time or during a designated examination period. The end of semester block examination timetable is designed to replicate the conditions students will experience during the Queensland Core Skills Test held in Semester 2, Year 12 and is considered an important part of the preparation for this test. There are usually three block examination periods in Terms 2, 3 and 4.

### Requirements of Examination/Study Block

During block examinations students in the Senior School are able to study at home and attend College only for the designated examination times. Vocational Education students will be advised via the Examination Timetable of sessions that may be set aside for Competency Assessment. Students in Year 11 and 12 may have their home study time revoked if they have not completed all other assessment items. Parents will be advised of the course of action to be taken in these circumstances. The College is not responsible for the





student when they are not on the College grounds therefore parents will need to be aware of their son's or daughter's movements. The College will provide limited supervision for those students whose parents are not able to have them study at home during block exams. Students attending College will have rooms allocated for the purposes of study. Students are not permitted on the College grounds during block examinations if they are not in *full* College uniform. Full details of the exam times are published for students at least one week before the commencement of block exams. Students are required to familiarise themselves with the start times for their exams and ensure they are present for them. Students are required at the College at least 15 minutes before their scheduled exam and are to wait at the exam room until instructed to enter.

### **Absence from an examination**

Failure to be present for an exam means that the student will not receive credit for that assessment item and risk failure to complete course requirements. **If a student cannot attend the examination on the day advised, parents should contact the college prior to the examination and an alternative date can be arranged at the discretion of the College Leadership Team. It is not expected that students will be absent for examinations as these dates are advised on the College Examination Timetable. However, each case will be examined on its merit.** In the case of illness, a medical certificate must be supplied. In other cases, e.g. a student is involved in representative commitments, a traineeship or apprenticeship the APC will organise an alternative time for the piece of assessment to be completed. This alternative time will be during the examination block and as soon as is possible. Examination Blocks are published in the College Calendar at the beginning of the year and noted in the Assessment Calendar; therefore, early departure on holidays is not considered an appropriate reason to miss an exam. A student who is not present for an examination or assessment conducted during the examination period will receive a 'not evident' result on their subject profile.

### **Examination Procedures**

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- Students are to ensure they take into the examination room the equipment and stationery required for the examination. No other equipment or bags are allowed except those stated in the conditions of the examination, and previously advised by the teacher
- Silence must be maintained once the students enter the examination room
- If a student has a question about the examination this must be indicated by standing silently in their place until the attention is gained of the supervising teacher
- No student is to leave the examination room during the course of the examination unless accompanied by a supervisor
- Students must not communicate with another student in any way – verbal or non-verbal.
- Students are not to leave the room until the end of the specified exam time.

### **Assignments and Orals**

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#### **Assignments**

An assignment is any student work designated by the teacher as a task that involves some out-of-college time and some in-college independent research and/or activity by the student. Assignments would therefore include written assignments, oral presentations (group and individual) practical work and design folios. When setting assignments, all necessary resources for the assignment must be considered by staff to be accessible to all students.





### Setting of assignments

Attempts are made through the College Assessment Calendar to coordinate assignment due dates so as not to overburden students. Assignments are discouraged to be due within one week of the start of block examinations. Where possible the due date will be a Monday or Tuesday to allow for necessary communication to be conducted with parents before the end of the week. The due date should not be a Friday; this will avoid students taking advantage of an extra weekend to complete the assignment.

### Computer work

It is the responsibility of the student to ensure that all work completed on a computer is backed up to ensure against loss of data or the inability to produce the required assignment. Printed drafts of the assignment should be kept by the student at all times. Assessment items that are word processed must comply with the guidelines set by the class teacher.

### Student's own work

Students should realise that the College may require certification that the work presented is the work of the student presenting it. Students are encouraged to utilise a wide range of resources and the final submission must display the student's level of understanding of the topic under research. Teachers will regularly check each student's progress with assignments during class and can insist that rough drafts be handed in with the final copy. All assignment work should be written in the student's own words unless direct quotes are acknowledged. If it is established that a student has copied the work of another student or author the student will be graded according to the work that can be deemed to be their own. If there is a second instance of plagiarism in the subject area, the student will be interviewed by the APC and risks not completing the subject for the semester. Year 11 and 12 students are reminded that this course of action may make the student ineligible for an OP under the requirements set out by the Queensland Studies Authority.

### Applying for extension of time for the completion of assessment

Extensions of time will only be granted in extreme circumstances and must be negotiated by the subject teacher with the relevant Head of Department or the Assistant to the Principal – Curriculum. The extension may be granted due to illness (medical certificate required) or particular family circumstances. This negotiation must be supported by notes from parents/guardians, medical certificates and a completed *Application for Extension*. This application must be completed prior to the Due Date, except in extenuating circumstances. Evidence of work so far prepared including marked rough drafts should be produced at the time of the application. Unless the student can provide evidence of research work they may not be eligible for an extension. This will avoid disadvantage to other students. ***At no time is it acceptable to take absence of any period from school to complete assessment.***

### Exemption from an assessment item

The Principal or the Assistant Principal - Curriculum may grant exemptions where he/she decides a circumstance of justification exists (eg. prolonged absence). For year 11 and 12 students, the APC and the student must complete a Special Consideration Form with documentary evidence and lodge this with the Queensland Studies Authority.





## Submission of an Assignment

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### Return of Assignments

Staff will mark and return assessment items in a reasonable period of time. This time period could vary depending on the amount of marking and the time of the year the assessment item is due. Teachers will discuss with students their profiles and assessment folders at the end of each semester or at the appropriate time after an examination block.

### Late submissions

*Only work submitted up to and including the due date will be accepted for marking. Late work will be appraised and feedback given, but it will not be marked or included in the student's folio. Only the result achieved from the work produced during the lesson on the due date will be recorded on the student's profile.*

### Grievance Procedure

A student may appeal against a final grade in a subject on the following grounds:

1. Error or omission in calculations or derivation of the grade
2. Departure from the content or assessment requirements as stated in the published Work Program, unless otherwise notified
3. Discrimination by the teaching staff, which appears to have precluded the meeting of the assessment requirements
4. Medical (must be accompanied by a medical certificate) or compassionate reasons at the discretion of the Principal.

*Appeals must be lodged in writing with the Principal within ten days of the release of the final results.*

The appeal will be handled by a Committee (including the Principal, Head of Department and an alternative subject teacher) and results recorded and communicated to the student. More information can be sort from the College Grievance Procedures for Parents and Students available at the college office or through the APC.

### Format for Student Assignments

Unless otherwise specified by the class teacher, student's written assignments should follow the format outlined below.

#### Title Page

- Explanatory title for the assignment
- Assignment, subject, unit and teacher
- Student details including name and year level
- Due date

#### Content

- Typed with font Times New Roman size 12
- 3 cm margins
- One and a half line spacing
- Footer on each page with page number and student name

#### Reference List

- All resources referenced correctly using the Harvard Referencing System (see College Diary)

#### Other

- Do not submit assignments in plastic sleeves
- Ensure that a criteria sheet is attached with the "Declaration of Authenticity" signed
- All assignments must contain the following statement of authenticity

