



**MacKillop**  
CATHOLIC COLLEGE

**2023**

**ASSESSMENT PROTOCOL**

excellence compassion service

## Assessment Protocol

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# Assignment Protocol

## Rationale

MacKillop Catholic College is committed to an educational philosophy that encourages all students to achieve their full academic potential, by pursuing knowledge, deep understanding and meaning. Being a learner who strives for excellence, is compassionate and serves others is at the heart of achieving educational excellence.

The College Assessment protocol has been developed in accordance with the Australian Curriculum, Assessment and Reporting Authority (ACARA) requirements, Catholic Education Tasmanian (CET) policies and the Office of Tasmanian Assessment, Standards and Certification (TASC) policies and guidelines.

## The Role of Assessment in Student Learning:

The purpose of assessments in student learning are for students to demonstrate their skills and understanding across each curriculum area help students to achieve the highest standards they can within their own capabilities provide opportunities for teachers to give students specific feedback to improve learning.

Deadlines are essential for teaching and learning, essential for the timing of your course delivery and essential for gaining your internal assessments. They also ensure that all students have the same opportunity to be assessed fairly and reliably against the subject criteria.

## Guidelines

- Assessment requirements are communicated to the College community by means of SEQTA.
- Student performance is communicated to parents via continuous feedback on SEQTA.
- Access arrangements and reasonable adjustments are given to students for documented illness and/or family trauma and students with specific educational needs, to ensure that the principles of justice and equity apply. This is carried out in accordance with Catholic Education Tasmania's policies of inclusion.
- At all times, decisions related to assessment matters will be based on the professional discretion of the class teachers along with the relevant Learning Leader and Head of House, as appropriate, while always ensuring compliance with the principles of access of MacKillop Catholic College.

## Student's Responsibilities

- Be aware of when your assessments are due. You can do this by regularly checking SEQTA or making use of your student planner to track your assessments. At certain times, you may have multiple assessments due at the same time, it is your responsibility to manage these.
- Use the allocated class time effectively. At times, you will be required to complete assessments as part of your homework.
- Seek help from your teacher well in advance of the due date, if there is any aspect of your assessment task that you do not understand how to complete.

Help can also be accessed through after school tutoring, or department catch up sessions if offered.

- If you require extra time to complete the assignment you must apply for an extension before the due date. Extensions are granted by your teacher's discretion and are given based on extenuating circumstances. To get an extension you must:
  - ❖ complete the extension request form available in the documents tab on your SEQTA splash page
  - ❖ this includes getting your parents to sign it
  - ❖ give the completed form to your teacher at least 48 hours before the due date (excluding exceptional circumstances).
- At times, medical needs may require more than extensions of assignments, there may be a need for special provision to exempt from the completion of an assessment task. This will require the approval of either of the Deputy Principals.

## Examples of extenuating circumstances

The list below gives examples of the type of situation that would meet the definition of extenuating circumstances. These are examples only and many other circumstances might qualify:

### *Medical*

- Emergency hospital admission/scheduled treatment (e.g., an operation)
- Serious accident or injury
- Illness
- Impact of prescribed medication
- Symptoms of an illness or condition awaiting diagnosis

### *Personal*

- Bereavement of a family member, dependent or friend
- Ongoing impact from bereavement
- Illness, accident, or injury to a family member, dependent or friend
- Participation at state, national or international sporting or cultural events

Examples of what will not be considered a valid reason for an extension or rescheduling:

- Competing assessments due at the same time
- Extracurricular activities e.g., representative sport, drama performances
- Attendance at school excursions
- Attendance at School Based Apprenticeships or vocational placements
- Family holidays, celebrations, or events

- Minor ailments, such as a cold, and routine medical appointments will not normally be considered as extenuating circumstances, because the impact can be overcome or managed.
- Outside of school/work commitments

## Teacher Responsibilities

- To make the details of assessment tasks available in SEQTA in a timely manner, including the due date.
- To ensure that assessment tasks are clear in terms of expectations for completion.
- Assessment tasks are entered into the whole school assessment calendar
- Allocate and communicate a clear time frame for students. How much class time will they be given, and how much is expected to be completed for homework.
- Teachers will be available to assist students both in class, via email (school hours), and may choose to offer catch up sessions.
- Teachers will consider and grant extensions as required, based on the assessment protocol.

## Submissions of Work Guidelines

All assessments (Year 7-12) should be submitted with the following format:

*Task Title\_Your name\_Teacher's name*

### Year 7-10 Students

#### Assignments

A student must submit their assessment by the given due date at midnight. If a student requires an extension for valid reasons, then an extenuating circumstances form must be completed. Students can find this document on SEQTA. Such extenuating circumstances must be given to the teacher **at least 48 hours prior to the due date** (excluding exceptional circumstances).

If a student does not submit their assessment by the required due date or a re-negotiated due date, the following process should be followed:

- An academic major will be noted on SEQTA for the student, and they will be given a week to submit the assessment.
- Any submission after the initial due date can only score a maximum of Consolidating (60%).
- If no submission is provided within a week, an assessment non-submission will be logged on SEQTA, and an 'No Evidence' (0%) recorded for that student.

#### Tests and Examinations

Students who are absent on the day of a test due to unforeseen circumstances will be required to complete an extenuating circumstances form and then the test upon their return to school in the next available class time.

Students who know they will be absent in advance for a test must complete an extenuating circumstances form and complete the test either prior to their

departure or upon their return, depending on the time frame of the unit. Such tests must be completed within organised lunch time sessions at the discretion of the teacher of the class. If a student does not attend an organised catch-up session, the following process should be followed:

- An academic major will be noted on SEQTA for the student, and they will be given a week to complete the test.
- Any submission after the initial due date can only score a maximum of Consolidating (60%).
- If no submission is provided within a week, an assessment non-submission will be logged on SEQTA, and an 'No Evidence' (0%) recorded for that student.

## Year 11-12 Students

### Assignments

A student must submit their assessment **by the given due date at 3:30pm**. If a student requires an extension for valid reasons, then an extenuating circumstances form must be completed. Students can find this document on SEQTA. Such extenuating circumstances must be given to the teacher **at least 48 hours prior to the due date** (excluding exceptional circumstances).

If a student does not submit their assessment by the required due date or a re-negotiated due date, then this will be reflected within the appropriate criterion mark for the relevant course. For example, Criteria 7 for English 3, *apply time management, planning, negotiation, and academic integrity skills*, Elements 1 & 4 talk about time management and deadlines.

### Tests and Examinations

Students who are absent on the day of a test due to unforeseen circumstances will be required to complete an extenuating circumstances form and then the test upon their return to school in the next available class time. Students who know they will be absent in advance for a test must complete an extenuating circumstances form and complete the test either prior to their departure or upon their return, depending on the time frame of the unit.

Such tests must be completed within organised sessions at the discretion of the teacher of the class.

### **Failure to Submit Work**

When a student fails to submit work, the following Academic Catch-up process will apply. It is important that all teacher's follow-up with students who do not submit work and that parents are kept fully informed. After school Academic Catch Up is held with After School Tutoring on Tuesdays.

#### **STAGE 1:**

When a student fails to meet the set (or negotiated) deadline for the submission of work the following guidelines may apply:

- When a student has not completed work by the due date the teacher will speak to the student and contact parents (phone call or email) regarding non-submission. An Academic Minor will be issued to the student on SEQTA.
- The student will be given 24 hours to submit their assessment from the set (or negotiated) due date.
- If the work is still not completed the student will be put down for Academic Catch Up as an Academic Major on SEQTA. To do this, teachers will need to contact Carole Hastie and the TASC Liaison Officer (TLO).

#### **STAGE 2:**

When a student fails to submit the work after the initial 24 hours from stage 1, the following guidelines apply:

- Students will be logged for an academic catch up as noted above.
- Students work on the task during the after school academic catch-up and teachers collect and mark whatever work is completed by the end of this session.

- If a teacher has many students who have work overdue, they may need to hold their own detention and support students to complete the work.
- If a student completes the work prior to the academic catch-up they don't need to attend. Teachers need to let the TLO know.
- After school catch ups occur with the after-school tutoring.
- If the student does not attend the assigned academic catch up session, teachers need to let the TLO know.

### **STAGE 3:**

When a student fails to attend an after-school academic catch up, the following guidelines should be followed:

- Students will be logged for an assessment non-submission on SEQTA and receive a 'Z' mark for any criteria assessed on that assessment.
- Teachers need to let the Director of Senior School know.

If the student continues to not submit work for one subject or if a student is not submitting work across multiple subjects or if the student fails to attend an after-school tutoring / academic catch-up and submit the required work the teacher will advise the Director of Senior School to contact the parents to ask them to attend an academic progress meeting with the student. This progresses to the Deputy Principal - Learning and Teaching if not resolved.