

LOWER SCHOOL ASSESSMENT POLICY (Year 7 to year 10)

Student responsibilities:

- To follow each subject assessment outline and record the results in your diary.
- To follow exam procedures carefully.
- To complete all class, work to achieve the best grade possible.
- To meet all deadlines: this will assist your learning.
- To negotiate extensions with teachers before due date or marks will be deducted for lateness. The maximum late submission of work is one week.
- To catch up with any work you have missed as the result of an absence.
- To provide medical evidence or a note when major assessments are missed due to absence.
- To understand that regular absences from class will limit your achievement.
- To ensure all work is referenced where appropriate, and in your own words.
- To follow the school's IT policy appropriately on any networked device.
- To discuss each semester report with your parents.
- Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).
- All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:
 - Identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
 - Identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes
 - A student is not permitted to submit for marking, as original, any work which is:
 - prepared or substantively contributed to by another person (e.g. student, teacher, tutor, expert)
 - copied or downloaded from the internet without acknowledging the source, e.g. artificial intelligence applications (AIA) eg. ChatGPT or similar
 - paraphrased or summarises the work of others.

Parental responsibilities:

- To establish an effective study routine at home for your child.
- To ensure where possible, that family holidays are NOT taken in term time.

Teacher responsibilities:

- Remind students that the Assessment Policy can be located on the School website.
- Distribute Course and Assessment outlines to all students.
- Remember security of assessment tasks is important.
- Encourage students to complete work in class where possible.
- Remind students to use the school organiser calendar to plan for busy assessment times.
- Contact parents when poor attendance is impacting on classroom achievement.

Admin responsibilities:

- Reinforce the Assessment Policy at College Assemblies.
- Upload the Assessment Policy to the College web page.