KIARA COLLEGE
LOWER SCHOOL ASSESSMENT POLICY
2026

This policy is provided to all Lower School students at Kiara College and is aligned with the Western Australian Curriculum and Assessment Outline and the requirements of the School Curriculum and Standards Authority (the Authority).

Assessment and reporting are integral to teaching and learning programs. They provide a means of monitoring progress, informing future learning and providing effective feedback to students and parents.

This policy applies to the assessment of all Year 7 - 10 courses.

1. Student responsibilities

It is the responsibility of the student to:

- maintain a good record of attendance, conduct and progress
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks and requests for extension of the due date for out-of-class assessment tasks, prior to the assessment task due date
- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- complete any missed work that occurred as a result of their absence or late entry to a course
- maintain a portfolio of returned assessment tasks for reflection, revision and parental discussion
- ensure all work submitted for assessment is the student's own and referenced where appropriate
- comply with assessment and examination conditions and instructions
- comply with the College's IT and acceptable use policies
- discuss assessment progress and semester reports with parents/guardians

2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the relevant curriculum
- provide students with access to a course outline and an assessment outline via Connect
- explain the assessment outline to each class

- encourage and engage students in completing work in class where possible
- where possible, ensure lessons and teaching activities are available on Connect to allow for students to catch up when absent from school
- ensure all assessment tasks, including marking keys, are fair, valid and reliable
- provide students with timely assessment feedback (recommended two weeks turn around) and guidance for improvement
- maintain accurate records of student achievement in Reporting to Parents (RTP)
- meet College timelines for assessment and reporting
- inform students and parents of academic progress and concerns as appropriate
- ensure the security of assessment tasks

3. Parent responsibilities

It is the responsibility of the parent to:

- encourage regular attendance at school
- provide information and documents to the school regarding a student's disability, specific education needs or cultural beliefs that may impact their learning
- ensure where possible, that family holidays are NOT taken in term time
- to notify the College as soon as practicable of both planned and unplanned student absences, including illness, appointments and other unforeseen circumstances
- establish an effective study routine at home for your child
- encourage and engage students in completing work in class where possible

4. Assessing student achievement

At Kiara College, student achievement in Years 7–10 is assessed using a range of assessment tasks throughout the year.

Each assessment task provides evidence of student achievement. Teachers make on-balance judgements using assessment evidence and assign grades from A–E in accordance with curriculum standards.

Assessment tasks may be completed in class or out of class and may include tests, assignments, practical and performance tasks, oral presentations, observations, portfolios and examinations (Academic Extension and Mathematics).

Where a student's disability, specific education needs or cultural beliefs significantly affect access to an assessment task, the task may be adjusted in consultation with the relevant Head of Learning Area.

4. Completion of assessment tasks

Students are required to:

- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks by the due date

Extensions must be requested at least 48 hours prior to the due date and are approved at the discretion of the relevant Head of Learning Area.

5. Cheating, collusion and plagiarism

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:

- is prepared or substantively contributed to by another person (e.g. another student, parent, tutor or expert)
- is copied or downloaded from the internet without acknowledging the source
- paraphrases or summarises the work of others without appropriate acknowledgement
- is completed using unauthorised materials, devices or technologies

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant Head of Learning Area. The student and parent/guardian will be informed and the student will be provided with the right of reply.

Parents/guardians and the Head of Learning Area will be informed in all cases.

8. Use of Artificial Intelligence (AI) in Assessment

Artificial Intelligence (AI) tools (including text generators, paraphrasing tools and automated study applications) are widely available. At Kiara College, students are expected to use AI in a way that upholds academic integrity and complies with the College's rules regarding cheating, collusion and plagiarism.

Acceptable use of AI

Unless advised otherwise by the teacher, students may use AI tools to support learning, such as:

- generating ideas or planning responses
- organising or structuring work
- checking grammar, spelling and clarity
- assisting with understanding concepts

In all cases:

- all work submitted for assessment must be the student's own work
- students must be able to demonstrate understanding of the content submitted
- any use of AI must comply with instructions provided for the assessment task

Teachers will clearly advise students when AI use is permitted, restricted or not permitted for each assessment task.

Unacceptable use of AI

Students are not permitted to submit for marking, as original, any work which:

- is generated by Artificial Intelligence and presented as the student's own
- is prepared or substantively contributed to by AI tools where this has not been explicitly authorised
- is copied, paraphrased or rewritten using AI in a way that disguises plagiarism
- is completed using AI during in-class assessments, tests or examinations

Such use of AI will be treated as cheating, collusion or plagiarism.

If students are unsure whether AI use is permitted, they should seek clarification from their teacher before using AI.

9. Retention and disposal of student work

Students are responsible for retaining returned assessment work. Teachers may retain assessment materials for marking, moderation or use as anonymised exemplars. Student work will be disposed of securely when no longer required.

10. Students with a disability

Students with a documented disability or impairment that significantly affects access to assessment may have assessment tasks adjusted in consultation with the subject teacher and the relevant Head of Learning Area, in accordance with the SCSA Equitable Access to Assessment Policy.

11. Acceptable reasons for non-completion or non-submission of an assessment task

Events that can be rescheduled (e.g. family holidays) are not valid reasons for non-completion or non-submission of an assessment task.

Acceptable reasons may include illness, injury or significant personal circumstances and must be supported by appropriate documentation.

12. Reviewing marks and grades

If a student considers there is an issue regarding the marking of an assessment task or the grade awarded, the student should first discuss the matter with the teacher. If the issue cannot be resolved, the concern may be referred to the relevant Head of Learning Area.