



KIARA COLLEGE UPPER SCHOOL ASSESSMENT POLICY 2026

This policy is provided to all Upper School secondary students at Kiara College and is based on the School Curriculum and Standards Authority (the Authority) requirements as outlined in the *WACE Manual 2026*.

All Year 11 and Year 12 students are enrolled in a combination of ATAR, General, Foundation and VET courses. Some students are also gaining unit equivalence for the Western Australian Certificate of Education (WACE) by undertaking one or more of the endorsed programs which are available at the College this includes our Uni Prep program which is assessed under Edith Cowan University (ECU) Guidelines. The VET qualifications are delivered and moderated in partnership with various Registered Training Organisations (RTO). Students are required to abide by the assessment policies set by the RTOs.

This policy applies to the assessment of all WACE courses.

1. Student responsibilities

It is the responsibility of the student to:

- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more in a term is deemed to be 'at risk' of not achieving the best possible result)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment, 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
- maintain an assessment file for each pair of units studied which contains all completed written assessment tasks. To assist students, the College will establish an assessment file for each student for each course/program (See Section 9 for details)
- Students are required to complete any missed work that occurred as a result of their absence or late entry to a course

2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular pair of units
- provide students with access to a course outline and an assessment outline via Connect (see Section 3 for details)
- ensure that all assessment tasks, including marking keys, are fair, valid and reliable

- provide students with timely assessment feedback (recommended two weeks turn around) and with guidance about how best to undertake future tasks
- maintain accurate records of student achievement in Reporting to Parents (RTP)
- meet College and external timelines for assessment and reporting
- inform students and parents of academic progress, as appropriate
- provide Task Mark Analysis electronically via Connect or email after each assessment task
- advise parent / guardian by sending letters of concern via compass should a student be at risk of not achieving a C grade minimum on completion of each assessment task
- contact parent /guardian to advise of any non-submission of assessment task and discuss the possible impact on student's grade

3. Information provided to students

The teacher will provide access to the following documents via Connect by the end of week 1 each semester:

- the Authority syllabus for the pair of units which includes the grade descriptions
- a course outline for the pair of units that shows:
 - the timing allocated to teach each section of the syllabus
 - the sequence in which all the syllabus content will be taught
- an assessment outline for the pair of units that includes:
 - the number of tasks to be assessed
 - a general description of each assessment task
 - the assessment type, as prescribed in the syllabus
 - an indication of the syllabus content on which each task is based
 - the approximate timing of each assessment task (i.e. the week the task will be conducted or the start and submission dates for an extended task)
 - the weighting of each assessment task
 - the weighting of each assessment type, as prescribed in the assessment table of the syllabus

Note: students without internet access at home can request a hard copy of these documents from their teacher.

4. Assessing student achievement

At Kiara College, all students are enrolled in a pair of units. In each pair of units, a number of assessment tasks occur during the year, including end of semester examinations in all ATAR courses.

Each task provides evidence of student achievement. The teacher generates a ranked list of students in the class (or classes) using the weighted mark out of 100 from all assessment tasks and assigns grades with reference to the grade descriptions.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). The criteria against which the task will be marked will be provided with the task. Students may be provided with an opportunity to resubmit work if the teacher deems this appropriate.

Most tasks are completed in class. Some courses may include tasks that are completed out of class.

Some courses may include assessment tasks to be completed by a group of students. In such cases, teachers will use strategies to enable them to assess the performance of each individual in the group. Typically, this will be identified in the task (or task brief) provided to the students at the commencement of the task.

Where a student's disability, specific education needs or cultural beliefs will significantly affect their access to an assessment task, the teacher may adjust the task in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. (See Section 11 for further information on students with a disability).

5. Year 11 and 12 ATAR course school examinations

School examinations are included in the assessment outline for the pair of units. The weighting, i.e. proportion of the final mark, for these school-based examinations varies between courses and is included in the assessment outline.

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2.

A practical/performance/oral exam will also be held in those courses with a practical, performance or oral ATAR course examination.

In Year 11, written examinations are typically 2 or 2.5 hours in duration.

In Year 12, all written examinations are 3 hours duration.

The examination timetable is issued to students prior to the start of the examination period. The examination rules listed below will be provided to students at the commencement of each examination period. These rules are based on those that are used by the Authority for ATAR course examinations.

- Students assemble outside the exam venue 10 minutes prior to the commencement of the exam
- Students sit in the designated desks
- Students will not be admitted to an examination after 30 minutes have passed from the start of the working time of the examination
- Students will not be allowed to leave the examination during the first hour of the working time of the examination, or during the final 15 minutes of the examination

- Students are not to use writing materials during the first 10 minutes of reading time
- No notes or textbooks are allowed in the examination room unless advised
- No food or drink other than water is allowed in the exam room except for diagnosed medical reasons
- Mobile phones are to be turned off and left in your bag
- Pens and pencils must be in a transparent plastic bag- no pencil cases allowed
- Approved scientific calculators can be used in Mathematics, Chemistry and Physics. Non-programmable calculators in Human Biology and Business Management & Enterprise
- Sharing of equipment between students in the exam is not allowed
- No programmable devices e.g. watch will be permitted
- Collusion between candidates will lead to cancellation of the practical and/or written examination marks for each of the students involved
- Possession or knowledge of examination questions before an examination will lead to cancellation of the student's practical and/or written examination mark(s)
- Possession of unauthorised materials or technologies during an examination will lead to cancellation of part or all of the student's practical and/or written examination mark(s)
- Markings on authorised materials in the examination room will lead to cancellation of part or all of the practical and/or written examination mark(s)
- Unauthorised removal of examination materials from the examination room will lead to cancellation of part or all of the student's practical and/or written mark(s)
- Blatant disregard of examination room regulations and/or instructions will result in the removal of the student from the examination room

If an examination contains an error, or questions are based on content that is outside the syllabus or there is a breach of security, the College will:

- remove the question containing the error or based on content outside the syllabus, **or**
- set a new examination if there is a breach of security that affects all students, **or**
- students will not be permitted to enter

Where health issues or personal circumstances prevent a student from completing one or more school examinations, the student and or parent/guardian must contact the Associate Principal as soon as possible. The College will determine whether the reason is acceptable (see Section 13 for details).

If the reason is acceptable to the College, an alternate date will be set or, where this is not possible, the student will not sit the examination. In this case, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

If the reason is not acceptable to the College, the student will be given a mark of zero

6. Year 12 General and Foundation course externally set task

All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course.

The EST is included in the assessment outline for the pair of units. This assessment task has a weighting of 15% of the final mark for the pair of units.

The EST is a 50-minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class under standard test conditions.

Where a student does not complete the EST on the scheduled day, they will be required to complete the task under test conditions at the first available opportunity (generally within two days of the student's return to school). If this is not until after the date that the Authority requires the College to submit the EST marks, then the College will determine if the reason for non-completion is acceptable (see Section 13 for details).

If the reason is acceptable to the College, the teacher will decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential).

If the reason is not acceptable to the College, the student will be allocated a mark of zero.

7. 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, i.e. as original, any work which:

- is prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- is copied or downloaded from the internet, including Artificial Intelligence Applications generated responses from the internet, without acknowledging the source
- paraphrases or summarises the work of others

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/teacher-in-charge responsible for the course. As part of this process, the student and the parent/guardian will be informed of the suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is demonstrated that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

Please Note: No programmable device e.g. watch (other than approved calculator) will be permitted for in-class assessments and examinations.

The student and parent/guardian will be informed in writing of the decision made, the penalty and any further disciplinary action.

8. Use of Artificial Intelligence (AI) in Assessment

Artificial Intelligence (AI) tools (including text generators, paraphrasing tools, image generators 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, i.e. 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
- involves the use of AI for oral, performance or practical tasks without permission

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

Verification of student work

Teachers may require students to:

- explain or justify their responses
- provide drafts, notes or planning evidence
- declare how AI tools were used
- Complete in-class validations

Failure to do so may result in the work being referred for investigation under the College's academic integrity procedures.

Consequences

If it is demonstrated that a student has misused AI, penalties will apply in accordance with **Section 7: Cheating, Collusion and Plagiarism**, which may include:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the task that is not the student's own work

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 all of their marked written assessment tasks. To assist students, the College will establish an assessment file for each student for each course/program. The file holds all the student's marked written assessment tasks. The College will retain all non-written assessment tasks (typically as audio or video recordings or digital products). All assessment material is required by the teacher when assigning grades at the completion of the pair of units. The Authority may request access to these assessment files for moderation purposes so students must retain their files until the College's grades are approved by the Authority, at the conclusion of student appeals at the end of Term 4.

Students will have access to the assessment file for revision purposes during class time and for home study in the week prior to the Semester 1 and Semester 2 examination periods. The files will be available to students for collection at the end of the school year. All materials not collected by the end of the year are securely disposed of by the College.

The College will not use the materials for any other purposes without the written permission of the student.

10. Modification of the assessment outline

If circumstances change during the teaching of a pair of units, requiring the teacher to adjust scheduled assessment tasks, then students will be informed and provided with a copy of the amended assessment outline.

Where a disability, special education needs or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks, the assessment outline will be modified and provided to the student and parent/guardian.

11. Students with a disability

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant head of learning area/teacher-in-charge responsible for the course.

These adjustments will be consistent with those described in the Authority's *Disability Adjustment Guidelines*, which can be accessed from the Authority website [Years 11 and 12 | Equitable Access to Assessment Policy and Guidelines](#)). Adjustments, depending on the individual student's education needs, can include special equipment, modified papers, provision of a scribe, or additional time to complete the task.

Note: for Year 12 students with a diagnosed disability which has functional impact on their performance, the College will apply to the Authority for consideration of special examination arrangements. The granting of special examination arrangements by the Authority is not automatic.

12. Completion of a pair of units

A grade (A, B, C, D or E) is assigned for each pair of units completed.

Students are required to:

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

If an assessment task cannot be submitted directly to the teacher, it is to be submitted to the relevant head of learning area/teacher-in-charge or front office.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student or the parent/guardian must discuss the matter with the teacher at the earliest opportunity before the scheduled date. The College will determine whether the reason is acceptable (see Section 13 for details).

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task **is acceptable** to the College (see Section 13 for details), the student's assessment outline will, where possible, will be offered another opportunity to sit the assessment or a modified version of it, If this is not possible an estimated grade may be assigned.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task without providing an acceptable reason, the teacher will advise the student and the parent/guardian/carer of the possible impact of the penalty on the student's grade.

Where an out-of-class assessment task is submitted after the due date, or is not submitted, and the student **does not** provide a reason which is acceptable to the College (see Section 13 for details), the following penalties apply:

- 10% reduction in the mark (if submitted one school day late), **or**
- If the task is not re-submitted by the second deadline, then a mark of zero will be submitted.

Where an in-class assessment task is missed and the student **does not** provide a reason which is acceptable to the College (see Section 13 for details), the student will receive a mark of zero. This can be amended at HOLA/TIC discretion on submission of completed task.

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

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. family holidays, preparation for the College Ball).

Under extraordinary circumstances students may need to apply to the course HoLA for a variation in the conditions for an assessment. These may include unforeseen illness, injury or significant personal circumstances preventing the students from attending on the day of the in-class assessment. This must be supported by a medical certificate and/or full written explanation from the parent. Non-medical reasons will need to then be approved by the HoLA and should this occur, the school will endeavour to reschedule the planned assessment through the HoLA.

In exceptional circumstances, the parent/guardian may negotiate with the Associate Principal, who after consultation with the HOLA will develop an individual education plan. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the College examination timetable, students will be advised by the College of adjustments to the task requirements and/or the assessment outline.

14. Transfer between courses and/or units

If a student commences a pair of units late, they may be at risk of being disadvantaged compared to others in the class. An application to transfer between types of courses or between courses is made through the Associate Principal. A meeting will be held with the student and the parent/guardian to discuss the student's progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer.

At Kiara College, the deadline for student transfers in Years 11 and 12 is Monday of Week 4 in Term 1. A student transferring by the due date will be withdrawn from the original pair of units and no grade will be assigned. The student will then be enrolled in the pair of units into which they are transferring and the teacher will develop an assessment program to ensure the student meets the syllabus requirements for the course.

In Year 11, students can also transfer at the end of Semester 1, where class numbers enable this to occur. In such cases, the student will receive a mark and a grade for the unit completed in Semester 1.

Year 11 students studying a Foundation course will be required to transfer to a General and/or ATAR course for Semester 2, if they meet the literacy and/or numeracy standards in the March round of the Online Literacy and Numeracy Assessment (OLNA), as per instructions in the Authority's *WACE Manual*.

15. Transfer from another school or overseas

It is the responsibility of any Year 11 student who transfers into a class from the same course at another school, prior to the Authority's recommended last date for student transfers between pairs of Year 11 units, to provide the College with evidence of all completed assessment tasks from the previous school.

This information will be used by the College to determine what additional content and assessment tasks the student needs to complete to be assigned a mark and a grade in the pair of units for the course.

If a Year 11 student transfers from another school into the same course, and it is mid-year, the previous school should provide a grade and mark for the unit to the Authority. The student would then be enrolled in a single unit for Semester 2.

Where a transferring student is being enrolled in a course they did not study at their previous school, the student will be enrolled in the appropriate course and with the assistance the course teacher is required to catch up on any missed content and assessment tasks. Modifications may be made to the course outline to aid in delivery ensuring all syllabus content is delivered.

If a student transfers from another school in Year 12, they may only be enrolled in Year 12 courses if the transfer occurs prior to the Authority's Year 12 course enrolment deadline (usually the first week of April). After that date, Year 12 students will not be permitted to enrol in Year 12 courses.

A meeting will be held with the student and parent/guardian to discuss the student's progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer.

All final grades are subject to approval by the Authority at the end of the year. Students will be notified of any changes from the Authority's review of the students' results submitted by the College.

16. Reviewing marks and grades

If a student considers that there is an issue about the delivery of a course, the marking of one or more assessment tasks or the grade assigned for a pair of units, then they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, then the student or the parent/guardian should approach the relevant head of learning area/teacher-in-charge responsible for the course.