



KINGSWAY
CHRISTIAN COLLEGE

Cricos Provider #01855M

ASSESSMENT POLICY

Primary	Page
Lower Secondary	2
Senior Secondary	4
Good Standing	5
International Students	8
	9

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ASSESSMENT POLICY

Primary School

The Primary school strives to achieve comparability between classes at each year level for assessments, and provides open and clear communication to parents on assessment dates and results.

We believe that assessment practices have a powerful impact on learning and teaching. The collection and interpretation of assessment data should be addressed and discussed widely within the whole school community. Developing a shared understanding of assessment enhances the validity and consistency of judgements about student learning which in turn facilitates improved learning and teaching. Resulting from this, teachers are able to report clearly to other teachers, parents, students, and the community.

The Primary school engages in Diagnostic, Formative and Summative Assessment process to gather data to inform ongoing teaching and learning. Classroom teachers work collaboratively within their year groups to plan formative and summative assessments. At the start of each term parents are informed of assessment dates from Kindy to Year 6 classes which can be viewed online as they occur.

Term	Kindy	Pre-Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Term 4 Previous year	Language Advantage Screen	** New students to a year level will complete previous year's testing at the beginning of the new school year so that we can identify at risk or gifted students						
At Risk Students –Stanine 3 or below	Term 3 and 4 SOCS – Screen of Communication Skills		YARC* Holborn Reading Test for fluency DIBELS**	YARC Holborn Reading Test for fluency DIBELS	YARC Holborn Reading Test for fluency DIBELS	YARC Holborn Reading Test for fluency DIBELS	YARC Holborn Reading Test for fluency DIBELS	YARC Holborn Reading Test for fluency DIBELS
Term 1	OT Screen	Language Advantage Screen On Entry Assessment	WTW Spelling On Entry Assessment WTW Spelling Test end of term 1	WTW Spelling South Australian Spelling Test (A) One Minute Maths Basic Facts.	WTW Spelling South Australian Spelling Test (B) Star Reading A.R One Minute Maths Basic Facts	WTW Spelling South Australian Spelling Test (A) Star Reading A.R One Minute Maths Basic Facts	WTW Spelling South Australian Spelling Test (B) Star Reading A.R One Minute Maths Basic Facts	WTW Spelling South Australian Spelling Test (A) Star Reading A.R One Minute Maths Basic Facts
Term 2 WTW late in term		Diana Rigg Comprehension		WTW Spelling	NAPLAN WTW Spelling	PAT-R Vocab WTW Spelling	NAPLAN WTW Spelling	PAT-R Vocab WTW Spelling

Term 3		Diana Rigg Comprehension PAT-R Reading Comprehension	Holborn Reading Test for fluency PAT-R Reading Comprehension	Holborn Reading Test for fluency PAT-R Reading Comprehension	Holborn Reading Test for fluency PAT-R Reading Comprehension	PAT-R Reading Comprehension	PAT-R Reading Comprehension	PAT-R Reading Comprehension
Term 4		EMTS Numeracy Test	EMTS Numeracy Test South Australian Spelling Test (B)	EMTS Numeracy Test One Minute Maths Basic Facts South Australian Spelling Test (A) A.G.A.T.	EMTS Numeracy Test One Minute Maths Basic Facts South Australian Spelling Test (B) A.G.A.T.	EMTS Numeracy Test One Minute Maths Basic Facts South Australian Spelling Test (A) A.G.A.T.	EMTS Numeracy Test One Minute Maths Basic Facts South Australian Spelling Test (B) A.G.A.T.	EMTS Numeracy Test One Minute Maths Basic Facts South Australian Spelling Test (A) A.G.A.T.
Each Semester	Summative assessment tasks (English, Maths, Science, HASS, Technology, ICT, Health/Phys Ed, The Arts, LOTE) with Coneqt Engage and Learn access Diagnostic, formative, summative tasks (English, Maths, Science, HASS) Portfolios (K-2) Work Samples (3-6)							
Weekly	Student work samples (Years K-6) Observations (Years K-6) Checklists (Years K-6) Anecdotal records (Years K-6)							

Plagiarism

‘Plagiarism occurs when the work of another person or persons, is used and presented as one’s own, unless the source of each quotation or piece borrowed material is acknowledged with the appropriate citation’. (Curtin Handbook 1999)

Any work submitted by a student that is falsely presented as the student’s own, however will be given the opportunity to redo the assessment.

Homework

Kindergarten – Year 2 (10-12 minutes per day)

Generally teachers will not set formal homework for these early years. All activities at home or play can assist children to develop knowledge and skills including literacy, numeracy and problem solving.

These are often done in the context of family activities including shopping, preparation of food, listening to stories, learning songs and nursery rhymes, discussion about what is happening at school, reading, library borrowing, family outings or collecting items.

Kindy Phonics activities weekly – non-compulsory

Pre Primary Phonics activities weekly – non-compulsory. Daily reading Semester 2 (10 minutes).

Year 1 Reading log, sight words/spelling words – daily (10 minutes).

Year 2 Reading log, sight words/spelling words – daily (10 minutes).
Maths revision – weekly (10 minutes).

Year 3 Reading log, sight words/spelling words – daily (10-15 minutes).
1 assignment per semester, theme based, class time given.

- Year 4** Reading log, spelling words daily (10-15 minutes). Learning Reflection Journal weekly. Alternate weekly revision assignment Maths//English (20 minutes).
- Year 5 & 6** (30 to 60 minutes per day). Students should be reading for 20 to 30 minutes a day, and a proportion of that should be with a parent, depending on the child's capabilities. A reading log should be signed every day to show that this has happened. Spelling should be learnt weekly alongside memory verses and any set Language homework. This is the minimal homework set, on top of this there may be finishing off/correcting/practices for tests.

Non completion of homework is communicated to parents in the Primary years through the use of Student Diaries.

Lower Secondary School Assessment Policy

School Years 7 to 10

At the start of each semester, students will receive a course outline for each subject which details the following:

1. Details of the course/subject assessment structure
2. The type of assessments that will be set
3. The timing and nature of each assessment
4. The work that will be covered by each assessment.

These details will be provided on the parent and student portals for families to access.

Marks and grades

Years 7-10 students will receive a semester grade and mark out of 100 for core subjects and a semester grade only for options.

Homework

It is recommended that students in Years 7 to 10 fulfil the following homework allocation:

Year 7: 45 minutes per night

Year 8: 1 hour per night

Year 9: 1 ½ hours per night

Year 10: 2 hours per night.

Students are required to submit homework on time and penalties may be enforced where a reasonable explanation for late work is not provided.

Failure to submit Assessments

Students are required to submit assessments on the due date. Where students are unable to do so due to illness or misadventure, a note must be provided by the parent to the HOLA who will make a

judgement regarding an extension of time. Where no valid explanation is provided, students will lose 10% of their mark per day for five days. Beyond that, no mark will be received but students may still submit assessments for teacher feedback.

Absence from Tests and Examinations

Students who are absent from tests and exams due to family holidays will receive a mark of zero. Where a student is absent due to illness, a medical certificate must be provided.

Cheating

Cheating in a test or examination will be given a mark of zero for that part of the test/examination or whole. Students who allow another student to access their work during a test or examination will be similarly penalised.

Plagiarism

‘Plagiarism occurs when the work of another person or persons, is used and presented as one’s own, unless the source of each quotation or piece borrowed material is acknowledged with the appropriate citation’. (Curtin Handbook 1999) Any work submitted by a student that is falsely presented as the student’s own, will not be accepted and that student will receive a mark of zero for the assessment item.

Collusion

Collusion is unauthorised collaboration and constitutes joint effort between students or others in preparing material submitted for assessment. Students who collude will be given a mark of zero for their work.

Senior Secondary School Assessment Policy

Years 11 to 12

Course Outline

In the first week of Term 1, your course teacher will provide on the parent and student portals an outline of the course content and an assessment schedule for the course in which you are enrolled. A course unit outline includes the following information:

- Content
- Sequence in which the content will be taught
- Approximate time to teach each section of the unit

Assessment outlines will encompass the following information:

- Assessment types
- Weighting for each assessment type
- Weighting for each assessment task

- A general description of each assessment task
- A general indication of the content covered by each assessment task
- An indication of the outcomes covered by each assessment task
- Approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the due dates for significant stages of each extended task).

Marks and grades

Years 11 to 12 students will receive a grade and mark out of 100 for each completed course studied.

Students are required to submit all assessments on the specified date and failure to fulfil this requirement will result in penalties where no satisfactory explanation is provided in writing by the student's parent. Penalties in such instances will be 10% deduction of their marks per day for five days. After day 5 a mark of zero will apply.

Teachers should return marked assessments, tests and examination papers to students for their consideration and will need to ensure all assessments are returned to the College as per School Curriculum and Standards Authority requirements.

Homework expectations:

Year 11: 2.5 hours per night

Year 12: 3 hours per night

Cheating

Students cheating in a test and/or examination will be given a mark of zero for that part of the test/examination or whole. Students who allow another student to access their work during a test or examination will be similarly penalised and respective parents/guardians will be informed in writing by HOLA.

Plagiarism

'Plagiarism occurs when the work of another person or persons, is used and presented as one's own, unless the source of each quotation or piece borrowed material is acknowledged with the appropriate citation'. (Curtin Handbook 1999) Any work submitted by a student that is falsely presented as the student's own, will not be accepted and that student will receive a mark of zero for the assessment item.

Collusion

Collusion is unauthorised collaboration and constitutes joint effort between students or others in preparing material submitted for assessment. Students who collude will be given a mark of zero for their work.

Transfer between courses/units

Students commencing a course/unit late are at risk of not attaining a C grade and any withdrawals and/or course changes need to be completed by the student on the brown "Course Change" form

available at Student Services. An application to withdraw and/or change a course/unit should be made through the Deputy Principal (Staff & Admin). A meeting will be arranged to discuss the proposed withdrawal/change.

Deadlines for course/unit changes are:

- Friday Week 5 of Term 1 for all Semester 1 units in Year 11.
- Friday of Week 6 of Term 1 for all Year 12 courses.
- Friday of Week 1 in Term 3 for all Semester 2 units in Year 11

NB: Year 12 students are not permitted to switch between units during the year i.e. they must complete a pair of units in each subject.

Transfer from another school

It is the responsibility of any student who transfers into a class from the same course at another school, to provide the College with evidence of all completed assessment tasks.

The relevant Head of Learning Area responsible for the course will:

- determine how the marks from assessment tasks at the previous school will be used.
(Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at Kingsway Christian College.)
- determine the additional work, if any, to be completed.
- determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.

Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of an assessment task or the grade assigned for a course 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 parent/guardian) should approach the Head of Learning Area for the course.

The student (or parent/guardian) can request, in writing, that the College conduct a formal assessment review if they consider that the student has been disadvantaged by any of the following:

- the assessment outline for the course does not meet School Curriculum and Standards Authority requirements.
- the assessment procedures used in the class do not conform with the College's assessment policy.
- Procedural errors have occurred in the determination of the mark.

The Principal or a nominated representative will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student (and parent/guardian). If this review does not resolve the matter, the student (or parent/guardian) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Deputy Principal (Staff & Administration). Authority representatives will then independently investigate the situation and report to the Authority's student appeal committee. If the committee upholds a student appeal the College will make any required adjustments to the student's marks and/or grades and reissue reports as necessary.

Retention and disposal of student work

Students are responsible for retaining all of their marked written assessment tasks or folios.

This material is required by the teacher/s when assigning grades at the completion of the course and may be required by the School Curriculum and Standards Authority for moderation purposes.

If a staff member would like to retain copies of student assessments for reference throughout the year they may do so but must in that instance establish an assessment file for each student for each course in which to hold marked assessment tasks. The folders should be returned to students before final exams.

Good Standing for Senior Students (Years 11 and 12)

What is Good Standing?

All students commence their courses with Good Standing status.

Maintaining Good Standing requires:

- Satisfactory attendance and punctuality
- Completion of all work and assessments
- Satisfactory behaviour

Satisfactory attendance is deemed to be full-time attendance at a class when normal classes are in operation. An absence is deemed to be unsatisfactory if it is unexplained or the explanation, in the view of the teacher and/or Head of Students, is inadequate or inappropriate.

The **assessment requirement** is that students, in accordance with the school assessment schedule complete all assessment procedures/tasks and work for each course.

Satisfactory behaviour means a student adheres to the school code of behaviour.

Loss of Good Standing

Good Standing is lost when a student on 3 or more occasions:

- Is absent from class without satisfactory explanation.
- Does not complete course work or assessments (without satisfactory explanation), or,

- Receives a third send out or seriously breaches the Student Code of Conduct.
- A student who loses Good Standing is ineligible to attend extra-curricular activities and events including the College social events.
- A student leader who loses Good Standing must stand down from his/her role and may not represent the College in any capacity until his/her Good Standing is reinstated.

Reinstating Good Standard Privileges

Good Standing privileges may be reinstated at the discretion of the Student Management Team after:

- All absences are satisfactorily explained with a note from a parent/guardian; and
- All missed work on assessments is completed or demonstrated to the relevant course teacher within the time negotiated, or
- The behavioural issue is satisfactorily resolved.

Students have a responsibility to:

- Maximise attendance and be PUNCTUAL to all classes.
- Complete all Course work and assessments.
- Bring notes explaining absences and hand to Mentor/Form Teacher immediately on return if parents have not responded to the MGM Messaging System.
- In the event of an absence, catch up on all work missed in a time negotiated with the class teacher.
- Behave according to the Kingsway Christian College Student Code of Conduct.

International Students

International Students have specific conditions relating to intervention. Under the National Code 2007, it is imperative that:

- A copy of the student's individual progress reports in achieving improvement are forwarded to the Homestay Guardian and parent/s and/or agent by arrangement.
- The student's individual academic achievement will be monitored by the relevant Head of Students who will liaise with the Heads of Learning Area and the Deputy Principal (Staff & Administration). Records of student response to intervention strategies will remain on the International Students Register.
- The student completes the course within expected duration of study (course progression)
- The College will monitor, record and assess the course progress of each International student for the course in which the student is currently enrolled.

For International Students, satisfactory course attendance is deemed as meeting the requirements below:

- A minimum of 80% attendance of scheduled course contact hours.

- Student attendance is checked and recorded daily and assessed regularly by the Head of Students.
- Attendance will be recorded and calculated over each semester.
- Late arrival to school will be recorded and will be included in attendance calculations.
- All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.
- Any absences longer than 5 consecutive days without approval will be investigated by the Head of Students.
- Students at risk of breaching Kingsway Christian College's attendance requirements will be counselled and offered any necessary support when they have 3 unexplained absences during any assessment period.