



Assessment Procedures

Iona Presentation College

Sources of Authority	
CECWA Policy	Education
Executive Directive	Curriculum Assessment & Reporting

1. RATIONALE

The purpose of assessment is to assist and enhance learning through ascertaining what a student knows, understands and is able to do. Assessment is about making judgments about student achievement in a way that is fair and contributes to ongoing learning. Effective assessment enables the teacher to use information about a student's progress to inform their teaching. Assessment offers students an opportunity to demonstrate their development of the skills and understanding they have studied. It also enables students to reflect on and monitor their own progress to inform their learning goals. Further, it assists teachers to use evidence of student learning to assess student achievement against goals and standards. (Melbourne Declaration on Education Goals for Young Australians, p 4-15). Assessment provides information that can be used to improve the teaching and learning process, and to report to teachers, parents and the wider community.

2. DEFINITION

Assessment is the process of gathering and discussing information from multiple and diverse sources in order to develop a deep understanding of what students know, understand and can do with their knowledge as a result of their educational experiences; the process culminates when assessment results are used to improve subsequent learning.

(<http://assessment.uconn.edu/what/index.html>)

3. RESPONSIBILITIES

3.1. Parent Responsibilities

It is the parent's responsibility to:

- 3.1.1. Be aware of the requirements of the College Assessment Procedure.
- 3.1.2. Be aware of the scheduling of assessment tasks.
- 3.1.3. Be aware of the term dates and examinations dates. Examinations dates are set well ahead of the Academic school year.
- 3.1.4. Be aware that assessments can take place at any time during the school term, including the last day of term and the day before a mid-term break.
- 3.1.5. View SEQTA on a regular basis as one source of information of their daughter's academic progress.
- 3.1.6. Ensure that their daughters have full attendance at school by scheduling holidays and appointments outside of school time.
- 3.1.7. Be actively involved with their daughter's learning and oversee the completion of work at home.
- 3.1.8. Notify the College when homework tasks have not been completed and provide a reason for this.
- 3.1.9. Discuss assessment feedback with their daughters.
- 3.1.10. Make contact with the subject teacher if concerned about their daughter's progress.

3.2. College Responsibilities

It is the College's responsibility to:

- 3.2.1. Ensure that the Assessment Procedure is uniformly and fairly administered by teachers and Learning Areas across the College.
- 3.2.2. Ensure that the procedure is updated and procedures are outlined when necessary.
- 3.2.3. Ensure that the Assessment Procedure is published and accessible to students, parents and teaching staff

3.3. Teacher Responsibilities

It is a teacher's responsibility to:

- 3.3.1. Provide students with the course outline, teaching and learning program and assessment program at the commencement of the academic year.
- 3.3.2. Implement the Assessment Procedure in a fair and consistent manner.
- 3.3.3. Assess student performance against the criteria set for that course.
- 3.3.4. Ensure that assessments are fair, valid and reliable.
- 3.3.5. Meet the College timelines for assessment and reporting as published at the commencement of the academic year.
- 3.3.6. Provide feedback to students about their performance in assessments in a timely manner (within approximately one to two weeks of completion of the task).
- 3.3.7. Provide students with a minimum of one week's notice of assessments.
- 3.3.8. Maintain accurate and up to date records of student achievements on SEQTA.
- 3.3.9. Ensure that assessment marks are visible on SEQTA upon completion of marking and that assessment dates are correct.
- 3.3.10. Submit a Pastoral Care note on SEQTA regarding students who have missed an assessment and also notify parents.
- 3.3.11. Notify parents if concerned about a student's progress.

4. JUNIOR SCHOOL ASSESSMENT PROCEDURES

4.1. Overview

- 4.1.1. Teachers will provide a comprehensive and sequential curriculum based on the Western Australian Curriculum. An integral part of this curriculum will be the provision of a planned approach to assessment.
- 4.1.2. The information gained from assessment will be used as a basis for program evaluation and continuous curriculum improvement and to assess Junior School student performance accurately and comprehensively against state and nation wide standards.
- 4.1.3. To further develop student's learning outcomes, teachers will use assessment information by taking into account the full range of abilities of students and by tailoring future educational programs to meet the needs of each student.
- 4.1.4. The Junior School will report on student achievement to the students, parents, staff and other authorities where required. Reporting procedures will be established in line with Catholic Education of Western Australia.
- 4.1.5. The assessment of students will begin at enrolment and be ongoing with cumulative records of individual student achievement maintained.

4.2. Practices

- 4.1.1 The Early Years Learning Framework, Kindergarten Curriculum Guidelines and Western Australian Curriculum are used to structure the learning experiences for students. Teachers will assess students against the standards for each Learning Area
- 4.1.2 Individual Education Plans and Curriculum Adjustment Plans are created for the implementation of curriculum intervention and support programs.
- 4.1.4 Teachers will maintain the currency of all assessments; the inquiry approach, balanced with explicit teaching is adopted as the foundation for integrated curriculum planning
- 4.1.5 Assessment is managed at a whole College level, Junior School level and at individual classrooms level.

5. YEARS 7 TO 10 ASSESSMENT PROCEDURES

5.1. Student Responsibilities

It is a student's responsibility to:

- 5.1.1. Be aware of the College Assessment Procedure and guidelines.
- 5.1.2. Attend and participate in all class activities.
- 5.1.3. Complete the prescribed work requirements of each course.
- 5.1.4. Complete all assessment tasks described in the assessment outline by the due date.
- 5.1.5. Inform the College of any absences (foreseen or unforeseen), extension requests or any other assessment related issues.

- 5.1.6. Complete all assessments by the scheduled due date.
- 5.1.7. Maintain good attendance, conduct and work ethic in all courses.
- 5.1.8. Conduct themselves in an ethical manner in the submission/ completion of assessments. See Academic Misconduct Section.
- 5.1.9. Arrive for all assessments and examinations on time.
- 5.1.10. Inform the College Nurse or Psychologist, if she attends the Wellbeing Centre during the school day and is missing an assessment.
- 5.1.11. Be aware that assessments can take place on the last day of term and the day before a mid-term break.
- 5.1.12. Back up her device on a regular basis if working on electronic documents.
- 5.1.13. Maintain a credit balance on her SmartRider card for the printing of assessment tasks for submission.
- 5.1.14. To find out about any missed assessments and other materials provided in the event of her being absent

5.2. In Class Assessment

- 5.2.1. A student must reschedule music lessons or out-of-school appointments that occur in the periods when a test or examination is scheduled.
- 5.2.2. Where there is a 'take home' or other secondary assignment to the In Class Assessment, this component must be submitted as prescribed by the subject teacher, at the end of the In Class Assessment.
- 5.2.3. A student who is absent on the day of an assessment must have a valid reason including sickness, significant family event (after consultation with the Head of Learning Area), personal tragedy, accident, College Tours, excursion/incursions, external Music examinations, participation in Catholic Schools Performing Arts Festival, IGSSA Athletics/Cross Country or State or National representation.
- 5.2.4. Areas that do not warrant a valid reason for missing an assessment are: other schools' Balls or similar social functions, outside of school appointments (exception of specialist appointments), holiday, and sporting events (unless state or national representation). Participation in the Junior or College Production is not a valid reason for missing assessments with the exception of full rehearsal days during Production week.
- 5.2.5. Where the College does not approve a valid reason for a missed assessment, the student will receive a score of zero, unless provision 5.2.6 applies.
- 5.2.6. Where a student receives an 'Acknowledged Absence' through the 'Request for Extended Planned Absence' form, the student will receive an estimated mark for the missed assessment(s) *(to be read in conjunction with 5.2.10)*.
- 5.2.7. Irrespective of a valid or non-valid reason, the student, in the case of a test, is required to sit the assessment the next Tuesday, Wednesday or Friday before/after school (whichever comes first). The subject teacher will notify parents of a missed assessment via email.
- 5.2.8. If a student fails to attend a Missed Assessment morning/afternoon and there is a valid reason (as per list above); the student will receive an estimated mark or be given an opportunity to sit the test at another time.
- 5.2.9. If a student fails to attend the missed assessment session without a valid reason, she will be awarded a mark of zero for that assessment.
- 5.2.10. Estimated marks (estimated mark is based on a student's previous performance in assessments) may be given for no more than one third of the assessments (by proportion of marks) in the whole-year program. If a Learning Area procedure does not allow students to undertake the same or alternative assessments, then students receive a mark of zero for assessments beyond the one third limit.

5.3. Assignments – Out of Class Assessment

- 5.3.1. Assignments are due at the start of the lesson on the due date or as negotiated with the subject teacher.
- 5.3.2. Absence from school on the due date should not affect the submission of an assignment, especially when a significant amount of time has been allotted for the assignment. The assignment must be emailed in the requested format (e.g. word or pdf) to the subject teacher by the due date. A hard copy must also be submitted to the subject teacher upon the student's return. Otherwise late penalties will apply.
- 5.3.3. If the due date for an assignment falls during a school-organised tour or language exchange, a student must submit the assignment before she leaves or via email before 3.30pm on the due date. Arrangements for this alternative submission must be negotiated with the subject teacher upon the student's becoming aware that she will be absent on the due date.
- 5.3.4. If it is not possible for an assignment to be sent through email, and therefore performance is affected by student absence on the day of submission, the student must submit an application for extension form as per in-class assessments (e.g. Visual Art folios, booklets, digital portfolios, practical submissions).
- 5.3.5. A student must be aware of her subject teacher's school email. Email mishaps will not be a valid excuse for late submission.

- 5.3.6. Where a student is unable to provide acceptable supporting evidence to explain the failure to submit work, the student will receive a zero score. Therefore, students are encouraged to submit partially completed work as evidence of achievement, rather than no work at all.
- 5.3.7. Late submission of an assignment will incur the following penalty:
 - 5.3.7.1. A 10% penalty of the total mark achieved by the student for one day late
 - 5.3.7.2. A 20% penalty of the total mark achieved by the student for two days late
 - 5.3.7.3. A 30% penalty of the total mark achieved by the student for three days late
 - 5.3.7.4. Over three days late – zero mark
- 5.3.8. Weekends count as one day (Friday – 10% and weekend 10%) – therefore a penalty of 20% is incurred.
- 5.3.9. If a student is absent on the day before examinations commence, and an assignment is due that day, then the assignment must be submitted on the first day of the examination period.
- 5.3.10. If a student needs to submit assessment work as arranged with their teacher on a due date other than in class, then the assignment must be submitted via College Reception in person.
- 5.3.11. A student must complete an Authenticity Declaration Form for assignments that are completed out of class. The declaration states that the work is the student's work and not someone else's.

5.4. Practical or Oral Assessments

- 5.4.1. A student may be required to demonstrate practical or oral presentations skills in Drama, Music, Dance, Foods, and Physical Education as well as in other Learning areas during scheduled lesson time. Therefore, it is important that a student is present in class.
- 5.4.2. For absence from such planned assessments, the student will need to make contact with their teacher to make an alternative arrangement and the Head of Learning Area will determine the validity of the circumstance. Alternative arrangements may include: an estimated mark, an opportunity inside/outside of class to participate in the assessment, or an adapted assessment.
- 5.4.3. If the assessment entails group work- there will be no penalty for the other members of the group.

5.5. Interruption to Preparation for an Assessment

Where a student has her preparation time immediately preceding an assessment interrupted, she must notify the Head of Learning Area before the assessment is conducted. In special cases, marks may be statistically determined; however, for this to occur, a student must submit a Missed Assessment Form. E.g. illness for an extended period of time.

5.6. Extensions

- 5.6.1. Only in extenuating circumstances, will it be possible for a student to seek an extension of a deadline.
- 5.6.2. The student must apply for an extension using the appropriate 'Application for Extension' form.
- 5.6.3. In order to be granted an extension the student needs to approach the teacher at least two days before the due date for assignments that have been given a long preparation period (more than three weeks). In this case, students must provide satisfactory evidence of their having worked towards completion of the task.
- 5.6.4. The teacher needs to be approached at least one day before the due date for assignments that have been given a shorter preparation time (less than three weeks). In this case, students must provide satisfactory evidence of their having worked towards completion of the task.
- 5.6.5. A student must complete an 'Application for Extension' form and submit this form to the Head of Learning Area. Any extension granted will be on the basis of evidence already available.
- 5.6.6. In the rare event that an extension is granted to a student, this should not cause a delay in feedback to other class members.

5.7. Extended Absence

- 5.7.1. Where a student is unable to attend school for a lengthy period, on an approved absence/valid reason, the College will endeavour to provide support for the student to complete the assessment program. In such cases, a evidence must be submitted, and in the event of missing 1-2 weeks, should apply for an extension with the Application for Extension form..
- 5.7.2. An alternative assessment schedule will be established.

5.8. Examinations (Years 9 and 10)

- 5.8.1. Examinations make up a significant weighting within the internal structure of the College and, as such, it is imperative that a student completes all examinations.
- 5.8.2. All examination periods are published in the College Planner and the Term Dates are on the College website.

- 5.8.3. Holidays and other scheduled appointments are not valid reasons for missing an examination.
- 5.8.4. A student who has suffered from illness or disability prior to, or during, the examination period and believes that it has affected her performance will need to contact the Head of Year for this to be taken into consideration.
- 5.8.5. A Parent /Guardian must notify the Head of Year in the event that their daughter has suffered from illness or any another misadventure that has prevented her from sitting an examination. Students are required to submit a medical certificate and Sickness/Misadventure Form for all missed examinations.
- 5.8.6. A student is required to familiarise herself with the Examination Guidelines for Years 9 and 10.

5.9. Late Transfer to the College or Subject Changes

A student who has not submitted or completed assessment tasks because of transfer from one school to another, or due to commencing a course late in the school year will be provided with an opportunity to demonstrate achievement of subject outcomes or objectives. This must provide sufficient information for teachers to estimate their rank in relation to other students at the same time as assigning final grades and numerical assessments. A student will not be expected to complete all missed assessments.

6. Years 11 & 12 Assessment Procedures

6.1. Overview

- 6.1.1. The Senior Secondary Assessment Procedure for Years 11 and 12 ATAR and General Courses has a mandatory set of guidelines set by the School Curriculum and Assessment Authority (SCSA). At the commencement of each course, students will be provided with the accredited syllabus, course outline, and assessment outline and teaching program.
- 6.1.2. According to SCSA assessment protocols, the completion of a course requires all assessments to be completed. The College may consider that, on rare occasions, there may be a valid reason for the non-completion of an assessment. E.g. An extended absence due to a prolonged diagnosed medical issue.
- 6.1.3. Please note that if a satisfactory explanation for a missed assessment is not received then the student will receive a score of zero. If a score of zero is to be awarded; the Director of Academics & Pathways (Year 10-12) would determine this in collaboration with the Subject Teacher and/or Head of Learning Area/Head of Year. Assessments must be equitable for all students.

6.2. Student Responsibilities

It is a student's responsibility to:

- 6.2.1. Attend and participate in all class activities at school and external certificate courses.
- 6.2.2. Complete all assessments required in each Western Australian Certificate of Education (WACE) course.
- 6.2.3. Complete all work requirements in each WACE course.
- 6.2.4. Inform the College of any anticipated absences, unforeseen absences, extension requests or any other assessment related issue.
- 6.2.5. Complete all assessments by the scheduled due date.
- 6.2.6. Maintain good attendance, conduct and work ethic in all courses.
- 6.2.7. Conduct themselves in an ethical manner in the submission/ completion of assessments. See Academic Misconduct Section.
- 6.2.8. Notify the College (including subject teacher) of any missed assessment.
- 6.2.9. Arrive for all assessments and examinations on time.
- 6.2.10. Keep copies of all assessment tasks for SCSA moderation purposes.
- 6.2.11. Be aware that failure to submit assessment tasks may result in a 'U' (unfinished) notification for that course. This will impact on a student's capacity to meet requirements of the Western Australian Certificate of Education (WACE).

6.3. In-Class Assessment

- 6.3.1. Given that school assessments make up a significant component of a student's final mark, it is important that fairness and equity be achieved.
- 6.3.2. A student must reschedule music lessons or out-of-school appointments (exception of specialist appointments) that occur in the periods when a test or examination is scheduled.
- 6.3.3. Where there is a 'take home' or other secondary assignment to the In Class Assessment, this component must be submitted as prescribed by the subject teacher, at the end of the In Class Assessment.

- 6.3.4. A student who is absent on the day of an assessment must submit a Medical Certificate or other required documentation attached. (The form will go to Head of Learning Area and may go to the Director of Academics and Pathways (Years 10-12))
- 6.3.5. A valid reason for absence sickness (with a medical certificate), significant family event (after consultation with the Deputy Principal), personal tragedy, accident, College Tours, excursion/incursions, external Music examinations, participation in Catholic Schools Performing Arts Festival, IGSSA Athletics/Cross Country or State or National representation.
- 6.3.6. Areas that do not warrant a valid reason for missing an assessment are: driving tests, other schools' Balls or similar social functions, outside of school appointments (exception of specialist Appointments), holiday, and sporting events (unless state or national representation). Participation in the College Production is not a valid reason for missing assessments with the exception of full rehearsal days during Production week.
- 6.3.7. Where the College does not approve a valid reason for a missed assessment, then the student will receive a score of zero, unless provision 6.3.8 applies.
- 6.3.8. Where a student receives an 'Acknowledged Absence' through the 'Request for Extended Planned Absence' form, the maximum mark she will receive for the assessment is 50%. This provision (6.3.8) only applies for one 'Acknowledged Absence' throughout the duration of Year 11 and 12.
- 6.3.9. To comply with course completion requirements, the student will still be required to sit the assessment upon her return to the College. The subject teacher will send the student to the supervised study class area where the supervisor will administer the missed assessment.

6.4. Assignments – Out of Class Assessment

- 6.4.1. Assignments are due at the start of the lesson on the due date or as negotiated with the subject teacher.
- 6.4.2. Absence from school on the due date should not affect the submission of an assignment, especially when a significant amount of time has been allotted for the assignment. The assignment must be emailed in the requested format (e.g. word or pdf) to the subject teacher by the due date. A hard copy must also be submitted to the Head of Learning Area upon the student's return, otherwise late penalties will apply.
- 6.4.3. If the due date for an assignment falls during a school-organised tour or language exchange, a student must submit the assignment before she leaves or via email before 3.30pm on the due date. Arrangements for this alternative submission must be negotiated with the subject teacher upon the student's becoming aware that she will be absent on the due date.
- 6.4.4. If it is not possible for an assignment to be sent through email, and therefore performance is affected by student absence on the day of submission, the student must apply for an extension as per in class assessments (e.g. Visual Art folios, booklets, digital portfolios, practical submissions).
- 6.4.5. A student must be aware of her subject teacher's school email. Email mishaps will not be a valid excuse for late submission.
- 6.4.6. Where a student is unable to provide acceptable supporting evidence to explain the failure to submit work, the student will receive a zero score. Therefore, students are encouraged to submit partially completed work as evidence of achievement, rather than no work at all.
- 6.4.7. Late submission of an assignment will incur the following penalty:
 - 6.4.7.1. A 10% penalty of the total mark achieved by the student for one day late
 - 6.4.7.2. A 20% penalty of the total mark achieved by the student for two days late
 - 6.4.7.3. A 30% penalty of the total mark achieved by the student for three days late
 - 6.4.7.4. Over three days late – zero mark
 - 6.4.7.5. Weekends count as one day (Friday – 10% and weekend 10%) – therefore a penalty of 20% is incurred.
- 6.4.8. If a student is absent on the day before examinations commence, and an assignment is due that day, then the assignment must be submitted on the first day of the examination period.
- 6.4.9. If a student needs to submit assessment work as arranged with their teacher on a due date other than in class, then the assignment must be submitted via College Reception in person.
- 6.4.10. A student must complete an Authenticity Declaration Form for assignments that are completed out of class. The declaration states that the work is the student's work and not someone else's.

6.5. Practical Assessments

- 6.5.1. A student may be required to demonstrate practical or oral presentations skills in Drama, Music, Dance, Foods, and Physical Education as well as in other Learning areas during scheduled lesson time. Therefore, it is important that a student is present in class.
- 6.5.2. For absence from such planned assessments the student will need to make contact with their teacher to make an alternative arrangement and the Head of Learning Area will determine the validity of the circumstance.

Alternative arrangements may include: an estimated mark, an opportunity inside/outside of class to participate in the assessment, or an adapted assessment.

- 6.5.3. If the assessment entails group work- there will be no penalty for the other members of the group.

6.6. Interruption to Preparation for an Assessment

Where a student has her preparation time immediately preceding an assessment interrupted, she must notify the Head of Learning Area before the assessment is conducted. In special cases marks may be statistically determined, however, for this to occur, students must submit a 'Years 11-12 Misadventure Form'.

6.7. Extensions

- 6.7.1. Only in extenuating circumstances, will it be possible for a student to seek an extension of a deadline.
- 6.7.2. The student must apply for an extension using the 'Application for Extension' form.
- 6.7.3. In order to be granted an extension the student needs to approach the teacher at least two days before the due date for assignments that have been given a long preparation period (more than three weeks). In this case, students must provide satisfactory evidence of their having worked towards completion of the task.
- 6.7.4. The teacher needs to be approached at least one day before the due date for assignments that have been given a shorter preparation time (less than three weeks). In this case, students must provide satisfactory evidence of their having worked towards completion of the task.
- 6.7.5. A student must complete an 'Application for Extension' form and submit this form to the Head of Learning Area. Any extension granted will be on the basis of evidence already available.
- 6.7.6. In the rare event that an extension is granted to a student, this should not cause a delay in feedback to other class members.

6.8. Extended Absence

- 6.8.1. Where a student is unable to attend school for a lengthy period, on an approved absence/valid reason, the College will endeavour to provide support for the student to complete the assessment program. In such cases, a evidence must be submitted, and in the event of missing 1-2 weeks, should apply for an extension with the Application for Extension form..
- 6.8.2. An alternative assessment schedule will be established.

6.9. Examinations

- 6.9.1. Examinations contribute significantly to the weighting of the SCSA requirements for ATAR students. They also make up a large weighting within the internal structure of the College and, as such, it is imperative that a student sits all examinations.
- 6.9.2. All examination periods are published in the College Planner and in the Term Dates on the College website.
- 6.9.3. Holidays and other scheduled appointments are not valid reasons for missing an examination.
- 6.9.4. A student who has suffered from illness or disability prior to, or during, the examination period and believes that it has affected her performance will need to contact the Deputy Principal – Learning & Innovation for this to be taken into consideration.
- 6.9.5. A Parent /Guardian must notify the Deputy Principal in the event that their daughter has suffered from illness or any another misadventure that has prevented her from sitting an examination.
- 6.9.6. In the above cases, a Years 11-12 Misadventure form must be completed.
- 6.9.7. A student is required to familiarise herself with the Examination Guidelines for Years 11 and 12.

6.10. Late Transfer or Subject Changes

A student who has not submitted or completed assessment tasks because of transfer from one school to another, or due to commencing a course late in the school year (before SCSA deadlines), will be provided with an opportunity to demonstrate achievement of subject outcomes or objectives. This must provide sufficient information for teachers to estimate their rank in relation to other students at the same time as assigning final grades and numerical assessments. A student will not be expected to complete all missed assessments. An alternative assessment program may be organised.

6.11. Students commencing a course late in the School Year (and before SCSA deadlines)

At the time of selecting a subject, a student should be aware of what is expected of her because of late entry to the subject. A student should be aware of the assessment program, the weightings given to various components, the assessment tasks that must be completed in order to compensate for the section of the subject missed and the risks she takes in commencing a subject late.

7. Academic Misconduct

7.1. Key definitions

- 7.1.1. Academic Misconduct: is where a student has been involved in malpractices such as:
 - 7.1.1.1. Cheating: is where a student has engaged in a dishonest act to increase her results.
 - 7.1.1.2. Collusion (duplication of another student's work): is where a student submits work that is not her own assessment, which is similar or identical to that of others and with the knowledge/assistance of the other student/s. The student who provides the work is also considered to be a part of the collusion process.
 - 7.1.1.3. Plagiarism: is where a student copies large sections, or all, of another person's work and ideas without acknowledgement. In most assessments, teachers will discourage more than a minimum level of other people's work, even if acknowledged.

7.2. Processes

- 7.2.1. A student found guilty of cheating, colluding or plagiarising in school assessments will either have her entire assessment disqualified or, if the teacher is able to isolate the part which has been advantaged through these acts, that part (or marks) which can be clearly and solely related to the act will be deducted.
- 7.2.2. If a student provides work to another student and this work is submitted, it is considered collusion. Discussion between the Head of Learning Area and Director of Academics (Years 7-9) / Director of Academics & Pathways (Year 10-12) will determine the penalty.
- 7.2.3. Not crediting sources is plagiarism. Therefore, a student using resources without acknowledgement of the source will be penalised as in Point 1.
- 7.2.4. Submitting the same piece of work (even if it is the student's original work) for different subjects is not acceptable.
- 7.2.5. If cheating, collusion or plagiarism is established, after discussion with the student, then parent/s must be informed. The subject teacher or Head of Learning Area will record the penalty on SEQTA. At all times the Deputy Principal must be notified.
- 7.2.6. A student who repeatedly partakes in academic misconduct will receive a zero mark for the assessment/s in question. The student and teacher will be informed of the decision as soon as possible.
- 7.2.7. If Academic Misconduct has occurred, the Head of Year and Head of Learning Area will inform the Deputy Principals (PreK – 12) and (7-12).
- 7.2.8. The student's parents will be contacted by the Head of Learning Area / Director of Academics (Years 7-9) / Director of Academics & Pathways (Year 10-12). A record of the offence and penalty will be noted on SEQTA. This record will stand for the entirety of the student's enrolment at the College.

7.3. Consequences

- 7.3.1. Years 7-10 - for a first offence a student will be asked to re-do all or part of the assessment/assignment (under conditions determined by the subject teacher). The maximum mark she may receive is 50%. Repeated offences will result in marks of 'zero'.
- 7.3.2. Years 11 and 12 - a student will need to re-do all or part of the assessment/assignment to complete the requirements of her course work, during the next available detention/after school assessment/study period. This assessment/assignment may be reassessed; however, the maximum mark available will be 50%. Repeated offences will result in marks of 'zero'.

8. Reporting Procedures:

8.1. Junior School

- 8.1.1. Formal reporting to parents will occur twice per year in the form of the Semester One and Semester Two Student Report.
- 8.1.2. Academic levels will relate to the achievement standards set out in the Western Australian Curriculum and student progress throughout the year. The reports will indicate strengths and area requiring additional assistance, support or extension and also provide information on student social development and attitudes to learning.
- 8.1.3. The Junior School will conduct Parent Teacher Interviews at the end of Term 1 each year. In Term 3 each year parents are invited to attend the Open Night, where students and staff showcase their learning and classrooms.
- 8.1.4. Parents and carers of students who have participated in NAPLAN (Years 3 & 5) will receive a written report from the Australian Curriculum, Assessment and Reporting Authority and distributed by the Junior School.
- 8.1.5. Informal reporting to parents will be provided through interviews (as needed or requested), diary comments, emails and telephone conversations. Dialogue between parents and staff will be encouraged at all times.

8.2. Senior School

- 8.2.1. Formal reporting to parents will occur three times per year in the form of the Semester One Interim Report and the Semester One and Semester Two Student Report.
- 8.2.2. Academic levels will relate to the achievement standards set out in the Western Australian Curriculum for Years 7- 12, and student progress throughout the year. The report will account for student academic performance, social development, and attitudes to learning.
- 8.2.3. The Senior School will conduct Parent Teacher Interviews in Terms 1 and 3, with additional Parent Information Evenings for specific year groups over the course of the year by way of academic and pastoral guidance. All Parent Information Evenings are advertised in the College Planners via the College Calendar.
- 8.2.4. Students who have participated in either the NAPLAN or OLNA assessments will receive a written report from the Australian Curriculum, Assessment and Reporting Authority, distributed by the Senior School.
- 8.2.5. Informal reporting to parents is made available by the College's SEQTA subscription, including access to your child's full assessment history, email, telephone conversation and additional parent interviews, where required.