



YEAR 11 & 12

ASSESSMENT POLICY AGREEMENT

In order for our 500+ Senior Students to receive fair and equitable treatment it is important that the Board of Senior Secondary Studies and St. Mary MacKillop College rules, regulations, policies and procedures are executed accurately and consistently. The following document summarises all the important points that students should know about being a senior student:

YEAR 12 CERTIFICATE REQUIREMENTS

- All Year 11 students are to be enrolled in and attending six timetabled units of study unless they have an ASBA or are a S.T.E.P student, in which case they can reduce their load to five timetabled units of study
- Students are allowed to reduce their timetabled units of study to five in Year 12 if they're on track for their Year 12 certificate
- If a student wishes to receive an ATAR at the end of Year 12 they must:
 - Initially enrol in a minimum of five tertiary subjects in semester one of Year 11
 - have completed by the end of Year 12:
 - four majors and one minor or three majors and three minors
 - a minimum of three tertiary majors and one tertiary minor
 - complete 20.0 points worth of units (each completed semester unit is worth 1.0 point)
 - attend all AST trials and compulsory workshops during the course of Years 11 and 12
 - provide a valid reason to the Senior Studies Coordinator if you are unable to attend a scheduled trial or compulsory workshop via the following email: colby.cruwys@mackillop.act.edu.au
 - sit the AST examinations in September of Year 12
- If a student does not wish to receive an ATAR they must:
 - complete 17.0 points worth of units (each completed semester unit is worth 1.0 point)
- All students must complete at least one unit of Religious Education in Year 11 and one in Year 12

CHANGING A PACKAGE OF STUDY

- If a student wishes to change a unit they are currently studying they must:
 - visit or contact the Senior Studies Coordinator (Mr. Cruwys) before week three of any given semester
 - provide a valid reason for changing units. Note that a valid reason does not include:
 - teacher preference
 - a desire for specific study lines
 - a desire to be in classes with specific students
 - complete the "Change of Academic Package" form
 - wait before attending any requested new units until they physically receive a new timetable
- If a student is looking to change from Tertiary to Accredited (or vice versa) in a unit where both groups of students are taught in the same classroom, this request can be considered at any point during a students package of study

ASSESSMENT TASK SUBMISSION

- All assessment tasks must be submitted or attempted on the published due date (as per the unit outline) unless:
 1. a student is ill, in which case a Medical Certificate or Pharmacy Certificate must be produced to confirm the student has been assessed by a medical professional as unfit for work on the day of the assessment task
 2. a student has befallen serious misadventure, in which case substantive documentary evidence must be produced. Serious misadventure includes (but is not limited to) bereavement, domestic emergency, motor vehicle accident
 3. a student has approved leave by the Campus Head (Mr. O'Callaghan)
- All alterations to assessment must be documented via the "Assessment Alteration Application" form
- If adequate documentation cannot be provided for why an assessment task was not completed in the manner specified on the task and/or unit outline, penalties will be applied
- The College does not accept malfunction of computer equipment as a reason for non-submission of assessment. It is a vital 21st Century practice that students backup their important work regularly so as to avoid technical calamity

POSSIBLE PENALTIES RELATING TO ASSESSMENT

- If an assessment task is submitted late, the submission will be penalised 5% of the total possible marks for that task per day up to and including the seventh day
- After seven days a late submission will receive the Notional Zero for that task regardless of the students actual result
- A Notional Zero is a mark just below the lowest mark awarded for that task
- In the case of missing an in-class assessment task or examination without adequate documentation, when the task is completed the student will receive a Notional Zero for that task regardless of their actual result
- All assessment task submissions must be deemed substantially complete in order to be accepted
- "Substantially complete" is not a black and white concept but generally constitutes 30% of the task being attempted. So if a 1000 word essay was required and less than 300 words was submitted it would not be considered substantially complete
- Plagiarised content will not be accepted under any circumstance. Plagiarism is defined by the Board of Senior Secondary Studies at: http://www.bsbs.act.edu.au/data/assets/pdf_file/0003/194412/Plagiarism_-_students.pdf
- Penalties for plagiarism vary depending on the severity and frequency. These are also spelled out in the BSBS brochure above

VOIDING A UNIT

- There are two ways in which a student can void a unit being studied:
 1. *Failure to submit 70% of Assessment:* If a student does not submit at least 70% of assessment in a unit they will void the unit being studied
 2. *Failure to attend 90% of class:* If a student misses more than six lessons in a semester without valid documented reasoning they will void the unit being studied
- Voiding a unit means it will not be listed on the students Year 12 Certificate, this can jeopardise their Year 12 Certificate and any majors or minors being sought (and subsequently being able to receive an ATAR)
- When a student fails to submit an assessment task or their unexplained absences begin to accrue, teachers will send a Void warning home as a courtesy so that parents can intervene before an actual Void is awarded
- A Void Notification will be sent home when either one of the conditions for a void are reached, however, the actual awarding of a void does not occur until End of Assessment Period as specified in the school calendar

SPECIAL PROVISIONS

- If a student wishes to be considered for Special Provisions they must:
 - provide a detailed assessment and recommendation from a medical professional stating the condition and provision
 - complete the "Application for Special Provisions" form
- Common provisions include (but are not limited to):
 - separate quiet location and/or extra time when sitting an examination (usually an extra 5 minutes per 30 minutes)
 - fatigue related provisions such as rest breaks, laptop for lengthy examinations, scribe
 - visual related provisions such as coloured documents, larger print
 - anxiety related provisions such as selected smaller audience for oral presentations
- If no length of time is included in the application, provisions will generally be provided for the current school year and the student would reapply in the new school year
- When special provisions are going to be sought for the AST examinations, a new BSSS-specific application is required due to these being external examinations

APPEALS

- Students and their families are entitled and encouraged to appeal the application of any rule or regulation if they believe the College has acted unfairly or if you believe your situation has not been covered in this document
- The College will always consider alternative solutions if it is fair and equitable on the student appealing and every other student in the College
- Under no circumstance will the College support a solution that advantages any party
- The appeal process is detailed in the following brochure published by the BSSS:
http://www.bsss.act.edu.au/_data/assets/pdf_file/0009/197361/Your_Rights_to_appeal_2012.pdf

CONCLUSION

Since all students will be signing off as having received and read this document, ignorance will not be accepted as a valid reason for not adhering to any of the rules and regulations detailed above. Every effort has been made to ensure students and families have been made aware of these rules including:

- Physical dissemination of document to all senior students at the start of Year 11 and Year 12
- Every Year 11 and Year 12 student signing off as having received and read this document
- Discussion of rules and regulations at Year 11 and Year 12 parent information evenings
- Publication of document on the College website
- Discussion of rules and regulations in Newsletter articles
- Publication of documentation in Student Diary

All forms mentioned in this document are available on Studywiz, Student Reception or the office of the Senior Studies Coordinator.

Due to the importance of these rules and regulations, students and parents are invited to ask questions if any aspect of this document is unclear. Initial contact should be directed to the Senior Studies Coordinator Mr. Colby Cruwys:

- **Email:** colby.cruwys@mackillop.act.edu.au
- **Phone:** 02 6209 0173

While occasionally a student concern will require individual consideration, having rules and regulations ensures consistency and equitable treatment for all senior students of St. Mary MacKillop College.

Please sign and return the slip below to your child's PC teacher by Friday 6 February 2015.

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I acknowledge that I have read the information in this document.

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Student Name

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Student ID

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Student Signature

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Parent Signature

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Date