



Lanyon High School Assessment Policy – Student Copy

The Lanyon High School Assessment Policy has been developed to ensure high expectations at Lanyon High School in all areas, particularly quality of work and submission of work.

Course Outlines

Course outlines will be provided in the first two weeks of a semester unit.

These must be: * Glued into the front of your book
* Signed by a parent

Grades

You will receive an A – E grade in each course studied. This grade will be communicated to you prior to finalisation of your report.

In year-long subjects such as English and Mathematics the semester one grade is an indicator only. The final grade is reflective of all work throughout the year.

In all year levels, end of course grades are defined by the following descriptors:

Grade	Descriptor Guidelines
A	The student demonstrated excellent achievement and an exceptional understanding of all knowledge, skills and applications and has extended their understanding beyond the stated course outcomes. All assessment tasks have been completed and the student has participated in all aspects of the course.
B	The student demonstrated high achievement and a comprehensive understanding of all knowledge, skills and applications stated in the course outcomes. All assessment tasks have been completed and the student has participated in all aspects of the course.
C	The student demonstrated satisfactory achievement and a fundamental understanding of all knowledge, skills and applications stated in the course outcomes. The expectation is that all assessment tasks have been completed and the student has participated in most of the class activities.
D	The student demonstrated partial achievement and an emerging or beginning understanding of all knowledge, skills and applications stated in the course outcomes. The expectation is that most assessment tasks have been attempted and the student has participated in a limited number of the class activities.
E	The student demonstrated limited achievement and has not provided evidence of an understanding of the knowledge, skills and applications stated in the course outcomes. Some assessment work could have been completed and the student has had limited participation in the class activities.

To achieve an A, B or C grade it is expected that all assessable work has been completed.

It should be noted that a 'C' grade means a student is performing at the required level according to the Australian Achievement Standards.

You can only be issued with 'status' at the direction of the Principal, and upon presentation of a medical certificate to verify medical absence.



Review and Appeals process

You have the right to appeal any grade awarded by your teacher.

To appeal a grade for an individual assessment item or for an end of semester grade, the following procedures must be taken (in this order) within five school days of receiving the grade.

- 1. Classroom Teacher** – You must discuss the problem with your classroom teacher and seek clarification about how the grade was determined. Most issues are resolved at this level.
- 2. Executive Teacher** – The problem is discussed with the Executive Teacher in charge of this Curriculum Bank. You must provide evidence to support your claims (eg: previous results and feedback)
- 3. Principal** – The issue is discussed with the Principal. You must provide evidence to support your claims and the previous discussions with the classroom teacher and Executive teacher.
- 4. Chief Executive** – Students in years 9 and 10 who remain dissatisfied with the school review process may then appeal to the Chief Executive within ten days of completing steps one to three. An ACT Department of Education and Training leaflet, issued to all students, gives information about appeals and is available at the school. All appeals must be made by the student themselves.

You are strongly advised to retain a copy of all assessment items and teacher feedback in the event that an appeal over your grade occurs.

Late submission of work

To achieve at the highest standard at Lanyon High School you are expected to demonstrate the ability to plan, organise and submit tasks within a specified timeframe. If work is submitted late, you will be penalised by losing grades according to the scale below:

Up to 2 days late	Loss of one grade
3-4 days late	Loss of two grades
5-6 days late	Loss of three grades

If an item is more than 6 days late (including weekends), it will receive an E grade. However, you are encouraged to still submit the work so that you can receive valuable feedback.

Teachers may set a new assessment task for you if you have not submitted your work after ten days. This ensures that work handed back to other students cannot be used to gain an advantage.

You should ensure that you keep copies of drafts and working documents in case the final copy is lost. Computer malfunction will not be accepted as a reasonable excuse for late work. If you need computer access to successfully complete an assessment item the library has opening hours where you may have use of a computer or you may see your teacher to gain access to the computer labs during lunch times. Alternatively the after school homework club is available for you to gain teacher assistance as well as computer access.

Extensions

In special circumstances, you can apply for an extension in advance, providing a note from a parent with a reasonable excuse for the late submission. Extensions will only be granted prior to the due date of submission of work. They are granted at the discretion of the classroom teacher and will take into account factors such as effective use of classroom time to complete the set task.



LANYON HIGH SCHOOL



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Absence from school

If you are absent from school for short periods of time due to illness, excursions or sporting events you should make arrangements to catch up on missed work. If you are absent for longer periods of time your parents should contact your Pastoral Care teacher for special arrangements to be made regarding assessment and submission of work.

Plagiarism

Plagiarism is using the work of others as your own or failure to acknowledge a substantial source of information. Students who have been involved in plagiarism will have their work returned (unmarked) and be given the opportunity to re-submit their work. Late penalties, as described above, will be incurred and parents contacted.