

DE Assessment

Policy Scope

This policy is for the management of ACC Marsden Park Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

Policy

The school will have an assessment policy in place so that distance education students understand how their work is assessed.

This policy works in conjunction with the [Authenticating Student Work Policy](#).

Overview

Students at ACC Marsden Park sit between 3-4 assessment tasks per subject, per year. These are issued at the start of term and embedded in a Course Overview folder in each subject for easy reference. The date an assessment task is due by is also listed at the start of the term, and shows up on a student's Schoology feed until the assessment task has passed. Assessment tasks are subject specific and assess content from the term they are set within. On enrolment, students are required to complete training which includes a specific section on assessment. Students are frequently referred to this training throughout their schooling, and are also required to complete a 'ready to submit' checklist before attempting assignments.

Online training course

The assessment task training students complete at enrolment outlines the following:

1. Criteria for task completion. This includes discussion of plagiarism and proofreading.
2. Late mark penalties. These vary between the three categories of primary school, Stage 4 and Stage 5.
3. Applications for extension. These are to be applied for by a parent or supervisor and logged in QuickSchools by the teacher.
4. Extensions regarding residential camps. A student attending the residential camp is given a one week extension on tasks that fall after the residential camp.

Ready to submit checklist

Before submitting assessment tasks, students complete the following checklist:

My work that I am about to submit has been:

- Shown to my supervisor
- Proofread
- Self-marked according to the rubric
- Put into a single, correctly orientated Word or PDF document if typed or photographed/scanned material required. (use smallpdf.com to convert, combine or rotate PDFs)
- Uploaded to YouTube as unlisted and link supplied if film/audio is required. (see https://youtu.be/vL_IOfbiDk for instructions)

- Confirmed as my best, original work!

Assessment tasks

Assessment tasks are issued at the start of the term together with:

1. The grading rubric
2. Scaffolding material, where applicable
3. Notes on where to get help in the task within lessons, where applicable
4. Details of where to submit a draft for feedback, where applicable

Feedback and grading

Teachers grade according to the ARC common grade scale, providing both a numeric and an A-E grade. An 'A' grade is given to tasks achieving 85% or higher, a 'B' to tasks achieving between 75%-84%, a 'C' to tasks achieving between 50%-74%, a 'D' to tasks achieving between 30%-49% and an 'E' to tasks achieving below this. Teachers, where appropriate, provide the following feedback:

1. Overarching comments detailing key things to improve
2. Close marking, particularly in areas like grammar and spelling
3. Exemplar or model tasks the students are to compare their work to

Parent engagement

If a task is found to be plagiarised, or of very low standard, parents will be contacted. Parents may also be contacted at the teacher's discretion about an assessment task.

Parents and supervisors also receive a weekly digest emailed to them that includes:

1. The date range for which information is displayed.
2. Each child's name at the top of the email summary.
3. A summary of each course for the child, including:
 - a. Newly received grades.
 - b. A summary of marked attendance (late, absent, excused).
4. Overdue Submissions, including:
 - a. How many days the item is past due.
 - b. The assignment title.
 - c. The Course in which the item is due.
5. Recent activity, including:
 - a. The student's posts and updates in courses, assignments, tests/quizzes, and discussions.
 - b. Recent submissions for assignments and tests/quizzes.

Policy Review

2017

Policy Version

1.0