

Hunter School of the Performing Arts



2017

Primary

Assessment

Policy



Introduction

This policy supports the assessment of all teaching and learning programs across all Primary classes at Hunter School of the Performing Arts. It is based upon the policies of the NSW Board of Studies and prepares students for secondary education.

Students are required to complete all school-based assessment tasks for all Key Learning Areas.

The purposes of internal assessment are to:

- Assist student learning
- Evaluate and improve teaching and learning programs
- Assess student achievement in the subject
- Provide evidence of the satisfactory completion of the subject

Internal assessment plays an important role in assessing overall student achievement in Primary by:

- Assessing student achievement of a wider range of syllabus outcomes than may be measured by external examinations in Year 3 and Year 5 (NAPLAN);
- Providing multiple opportunities for students to demonstrate their achievements;
- Providing different ways, other than approaches used in NAPLAN and half-yearly or yearly reports, for students to demonstrate their achievements.

Assessment tasks may be formal or informal including tests, written or oral assignments, practical activities, homework, research tasks, online quizzes and projects. The assessment requirements are determined by the NSW Board of Studies and are set out in the syllabus. Final assessment grades are determined by making reference to the NSW Board of Studies' Assessment Resource Centre Website (<http://arc.boardofstudies.nsw.edu.au/>).



School Policy on Assessments

SITUATION	RESPONSE
Student is not applying self with diligence and sustained effort to the set tasks and experiences provided in the course by the school.	Parents will be contacted either through use of the school diary, by phone, by email or by letter.
Student misses class because of school commitments .	It is the responsibility of the student to inform the teacher in advance, to collect any material issued and to complete set work. Persistent failure to do so will result in parent contact.
Student's attendance is of concern e.g. below 85%.	Parents will be contacted through use of the school diary, by phone, by email or by letter to indicate work to be completed.
Student repeatedly fails to complete homework .	Parents will be contacted either through use of the school diary, by phone, by email or by letter.
Non-serious attempt at task.	Zero marks awarded. Parents will be contacted either through use of the school diary, by phone, by email or by letter.
Student knows in advance that he/she is unable to submit an assessment task on the designated day because of a school endorsed activity or leave.	The teacher must be informed before the designated date for the assessment in writing. Students may be required to submit or complete the assessment task before the due date.
Student fails to submit an assessment task on the designated date due to absence or illness.	The student should expect to complete the task within a specified timeframe outlined by the teacher when they return to school.
Task submitted after the due date.	A reduction of marks will apply to the total mark achieved by the student. This penalty will be 10% per day (20% per weekend).
Computer failure and/or printer not working	Computer failure will NOT be accepted as a reason for failing to submit an assessment task. It is expected that all computer-generated work is saved in more than one format. In the event of computer/printer failure, the student is required to submit the work as saved electronically. Hard copies of the task in progress may also be required.
Misconduct	If students display any forms of misconduct to gain an unfair advantage over others in formal and informal assessments (please refer to misconduct list on next page), students will receive zero marks, students will be counselled and parents will be notified of misconduct . Students will be asked to re-submit and/or re-sit the assessment task for which assessment feedback will be provided, but not a mark. This will have implications for overall assessment grades at the end of that semester.

Responsibilities of the Student

- Record dates of tasks/submissions in school diary or personal organiser
- Notify the teacher of potential clashes with other school events
- Make a genuine effort to prepare thoroughly for any task or submission
- Complete tasks on/by the due date
- Comply with the examination rules and instructions provided by the teacher for the task
- Report any suspected misconduct or cheating to the supervising teacher

Students are required to abide by the principles outlined in HSPA's 'Good Scholarship, Principles and Practices' reference guide (please see attached document).



Misconduct

Misconduct is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as their own
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in misconduct
- breaching school examination rules e.g. cheating
- using non-approved aids during an assessment task e.g. calculators

Special Provisions

The school's Learning Support Team may approve special examination provisions for students in Primary at HSPA. Provisions may include braille papers, coloured paper, large print papers, use of a reader and/or writer, extra time, separate exam supervision, medication and rest breaks and food or drink for students with diabetes.

Students with **special needs** (including disability, medical condition or learning difficulty) will be required to provide independent evidence of their diagnosis or illness to their class teacher, which will be forwarded onto the Assistant Principal, Deputy Principal and the Head Teacher Student Welfare. The Learning Support Team in consultation with the school counsellors assess this evidence and provide advice to teachers on the provisions that can be granted for class work, assessment tasks and in-school tests. Parents of students experiencing learning difficulties can request their child be assessed by the School Counsellors or the Learning and Support Teacher.



General Information

1. National Assessment Program Literacy & Numeracy (NAPLAN):

2017 NAPLAN	Tuesday, 9 th May – Thursday, 11 th May, 2017
2018 NAPLAN	Tuesday, 15 th May – Thursday, 17 th May, 2018
2019 NAPLAN	Tuesday, 14 th May – Thursday, 16 th May, 2019
2020 NAPLAN	Tuesday, 12 th May – Thursday, 14 th May, 2020

Tuesdays: Language Conventions and Writing

Wednesdays: Reading

Thursdays: Numeracy: Non-Calculator (3-5); or Numeracy: Calculator (7-9) and Non-Calculator (7-9)

Fridays: Catch-up Day for students absent between Tuesday-Thursday

Please visit www.naplan.edu.au for more information

2. Board of Studies Website References:

NSW Board of Studies Home Page
<http://www.boardofstudies.nsw.edu.au/>

NSW Board of Studies K-6 Syllabus Home Page
<http://k6.boardofstudies.nsw.edu.au/>

NSW Board of Studies' Assessment Resource Centre Home Page
<http://arc.boardofstudies.nsw.edu.au>.

3. Referencing: How to Write a Bibliography

A bibliography is an alphabetical list of the resources you have used to compile an assignment e.g. books, websites, magazines, movies. It is included at the end of your work. You must acknowledge other people's work which is quoted or paraphrased in your work. When you are researching a topic, you should keep and submit a list of all the sources you have used.

4. Reporting – Notification of a potential Limited Grade

Where a student's assessment results are causing concern, and are ranking towards a possible Limited grade, parents will be contacted to discuss learning support strategies during the course of that semester. The issue of a Limited grade may still occur.