

ATTENDANCE

Every child needs to attend school every day. Every day counts and there is no safe level of absence from school. One of the most important things your child can do to achieve success at school is also one of the most basic: going to school every day. Your child's attendance is one of the biggest factors influencing their academic success.

The basics are:

- going to school every day is a legal requirement;
- every day at school matters;
- children need to attend school so they can take advantage of ALL the educational opportunities available;
- school enables children to build on their knowledge and skills each day, each week and each year;
- consistently poor school attendance and lateness will affect a child's educational progress;
- school helps children build confidence in areas such as communication, teamwork, organisation and social skills.

While family time is very valuable, taking children out of school for family holidays reduces the amount of time available for learning and is detrimental to a child's education. Consistent attendance and participation are essential for a child's academic and social assistance. If you need assistance in getting your child to attend school on a regular basis please contact the Student Services team.

Absences must be for legitimate reasons only and we ask that you contact the school **earlier than 10am** if your child is away with your knowledge and permission.

- Parents are asked to contact the school on the morning of the absence by SMS / phone / email;
- Parents should notify the school in advance if a child is to be absent;
- A written explanation or phone call must be provided when a child is absent;
- Written notes are to be handed to the Care Group Teacher on return to school;
- Parents will be contacted in the event of an unexplained absence; and
- Medical certificates are required for extended or frequent absences.

We ask parents to SMS the school in advance if it is known that their child will either be late or not attending school, to avoid the SMS to their phone. The SMS number below is linked to our electronic system so that we may receive your message immediately. We are also able to record the information onto our records, avoiding letters, phone calls and using up valuable time. This phone number is unable to accept voice messages. If you are unable to SMS, please phone the school landline below. It would be greatly appreciated if parents and /or caregivers contact the school to let us know that your child has a valid reason for not being at school. Please notify the school if you change your mobile phone numbers.

ATTENDANCE

School SMS No: 0407 087 450

Phone: 9235 4300

Email: admin.greenwood.college@education.wa.edu.au

Extended Absences

- Any requests for extended holidays during the school term must be lodged using the **Authorisation of Leave** form on the **College website**, under "Community & Events" located in "Forms" and given to the relevant Year Coordinator.

Sickness

- Students who know they are likely to be away for more than a week should contact their Yea Coordinator.
- In the case of illness or injury, arrangements to leave school must be made through the Medical Centre (*First Aid office*).
- Students are not permitted to contact Parents or Guardians using their mobile phones.**
- Students wanting to leave school due to feeling unwell, must attend the First Aid office.**
- Medical Certificates are preferred for two or more consecutive days of absence.

Appointments

If an appointment during school time is necessary, students must have a note / SMS / phone call or email from their parent or guardian and obtain a "Leave Pass" from the front office before school.

Students are not permitted to leave the school grounds unless parental or guardian approval has been established.

Punctuality

Students who arrive late (after 8.40am) must provide a valid explanation (note / SMS / phone call or email) from a parent or guardian.

Students who arrive without an acceptable explanation will be given a recess detention at the Deputy Principal's and/or Student Services Manager's discretion.

Latecomers must report to the front office where an Admin Late Note is issued. The student then reports to class with their note.

To ensure that we have effective practices we have updated our procedures to be more efficient and communicative to parents, implementing the short message signal (SMS) Communication "message you" Schools system where parents are sent a text to inform them that their child has not attended Care Group, or signed in at school. A second SMS will be sent later in the day, when a student has not attended a timetabled class throughout the day without a valid reason.

ATTENDANCE

Legislation requires that students are in education until the end of the year they turn 17 years and 6 months old or they have reached the age of 18 years, whichever comes first. The legislation requires that students are involved in education, meaningful employment, training or a combination of these. The school will support parents in contacting participation coordinators for those students who are not attending school but are wishing to be involved in employment or training.

If your child is in Years 7, 8, 9, or 10 and is seeking alternatives to school, they will need to apply for an exemption from school. Assistance in retaining your child at school can be sought from Student Services at the school.

BELL TIMES

	MON THURS FRI	TUES WED
Fisrt SIREN	8.45	8.40
Care Group	8.50	8.45
P1 (60)	9.00	9.00
P2 (60)	10.01	10.01
Recess	11.02	11.02
Siren	11.27	11.27
P3 (60)	11.32	11.32
P4 (60)	12.33	12.33
Lunch	1.34	1.34
Siren	1.59	1.59
P5 (60)	2.04	2.04
Finish	3.05	3.05

DRESS CODE

ENDORSED BY THE COLLEGE BOARD AND TO BE STRICTLY ADHERED TO

SHIRTS	College school polo shirt. <i>Navy blue</i> – for all years <i>White</i> – years 11 and 12 only <i>Aviation</i> – Aviation students only
SKIRT	College plain navy blue skirt with logo Plain navy blue opaque tights, or skin colours stockings under skirt.
SHORTS	College plain navy blue cargo shorts with logo ã College school sports shorts with logo
LONG PANTS	College plain navy blue pants with logo ã College school track pants with logo
JUMPER/ WINDCHEATER	College school windcheater / zip jacket College school jumper College spray jacket Year 12 College leavers jacket
Note:	<i>T-shirts/undergarments may be worn underneath school shirts provided they do not protrude beyond the sleeves/hemline, except neck (plain navy blue or white).</i>
FOOTWEAR	Shoes or sneakers. Safety is the issue. Must conform to safety requirements for Science, Home Economics and Design & Technology and other specific classes (<i>fully enclosed</i>).

SCHOOL BEHAVIOUR MANAGEMENT

1. Code of Conduct

Students will

- a. Follow instructions of all staff.
- b. Follow all College procedures
- c. Behave in a manner that ensures a safe, friendly and clean environment
- d. Be punctual, be prepared and be dressed in accordance with the College Dress Code
- e. Respect others, their property and their right to an education.

2. Procedures

Movement

- a. For students' safety and protection, the following areas are out of bounds:
 - i. classrooms or staff rooms at any time, unless a staff member is present or by special permission
 - ii. the corridor between the gym and the canteen
 - iii. the service area behind the canteen
 - iv. all stair wells and upstairs areas
 - v. bus sheds
 - vi. the area between the main oval and tennis courts
 - vii. the area between the eastern fence and the gym/Design and Technology buildings
 - viii. the bicycle compound and **all car park areas**
 - ix. **West Greenwood Primary School and anywhere off Greenwood College property**
- b. Students must queue in an orderly fashion whilst awaiting canteen service and speak in a polite and friendly manner
- c. Students must use the school diary for movement during class time

Vehicle/Bicycles/skateboards/scooters

- a. Students wishing to drive to school:
 - i. must park in the car park behind the basketball court
 - ii. must register details of their vehicle with the Senior School Deputy Principal
- b. Bicycles must be left and locked in the racks provided behind the Library, Skateboards and scooters must not be ridden on school grounds and must be locked up at the scooter rack behind Student Services. No responsibility will be accepted for bikes, scooters, skateboards left unlocked.

SCHOOL BEHAVIOUR MANAGEMENT

Behaviour

- a. Fighting, encouragement of others to fight, threatening or bullying (including cyber bullying via facebook, instagram, snapchat, texts) of other students is not permitted.
- b. Stealing from, or interference with, any other person's property is not permitted.
- c. The use of offensive language, insulting or racially vilifying comments against others will not be tolerated. This includes Religious intolerance/vilification and comments of a sexually harassing content.
- d. Students will not spit.
- e. Food is not permitted on the ovals, courts, in the gymnasium or in classrooms.
- f. Drinks (other than water, and then only with the teacher's permission) are not permitted in the gymnasium or in classrooms.
- g. Smoking (of any type) is prohibited.
- h. Only students in full school uniform and playing active sport are permitted on the main oval or soccer pitch.
- i. The following are not permitted at school:
 - i. Aerosol cans
 - ii. Chewing gum
 - iii. Marking pens
 - iv. Cigarette lighters
 - v. Any item, as determined by the school administration that could threaten the maintaining of good order and personal safety i.e laser pointers
 - vi. Smoking (of any type) is banned and offenders will be dealt with severely

Mobile Device Policy

It is not a requirement for students to have a mobile phone at Greenwood College. The College has duty of care for all students when they are attending the school. All communication between parents and students, during school hours, should occur via the School's Administration.

Policy

1. Students are permitted to bring a mobile phone to school for use when in transit to and from school only.
2. The mobile phone must be turned off by 8.30am each morning and remain switched off until the end of the school day. A siren will sound at 8.30am to alert students that mobile phones must be switched off.
3. All other electronic devices including, but not limited to ear buds, headphones, smart watches, ipods, computers, cameras and speakers should not be brought to school unless

required for planned educational activities. If at school they need to be switched off and away as well.

4. The school takes no responsibility for mobile phones and other electronic devices while on school premises and during excursions.

Conditions of Use – Should a student have a mobile phone or other electronic device:

1. The device must be switched off at 8.30am and put away out of sight until the end of the school day.
2. The device must remain in the possession of the owner and not given to or used by any other student.
3. The device is the responsibility of the student. The school takes no responsibility for loss, theft or damage to any device in any circumstance, even if confiscated at time of loss.
4. All students are encouraged to lock their mobile devices in the small lockers located around the school.

Breaches of the Conditions of Use may result in:

- Confiscation of the device by any staff member, to be returned at the end of the day at the School Administration.
- The Principal can make the decision not to return the device if a student repeatedly has the device confiscated. In these cases the parent/carer will be informed and requested to collect the device from the school at their earliest convenience.
- Students who refuse to follow a staff member's instruction are dealt with in accordance with the school's Behaviour Management Policy. The device will be confiscated and a further consequence will be given for failing to follow the Code of Conduct.

Exemptions to this policy include where a student requires a device:

- to monitor a health condition as part of a school approved documented health care plan; or
- under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.

BULLYING

1. IS IT BULLYING?

Bullying is a pattern of behaviour by one or more persons towards another person which is designed to hurt, injure, intimidate, embarrass, upset or humiliate that person. Cyber bullying (Facebook, emails, snapchat, Instagram, group chats etc) is another extremely damaging form of bullying which needs to be reported for immediate and effective intervention and/or action by Student Services to have it stopped.

2. WHAT HAPPENS WHEN I REPORT BULLYING?

The Student Services Team will take the following immediate intervention and/or actions when bullying is reported. Reporting is **STRONGLY ENCOURAGED**.

Report of bullying



Student Services will

Gather information. Speak to all involved
Reinforce our Code of Conduct
Immediately intervene to have the issue resolved



Issue continues

ACTION BY

Relevant Student Services Coordinator
Interviews all students involved
Parent/carer contacted
Mediation meeting
BMIS policy implemented (if required)
Refer to Chaplain or School Psychologist (if required)



ACTION

Resolution agreement
Relevant Student Services Coordinator monitors situation
Parent/carer contacted
Resolution Agreement breached
BMIS Policy implemented

GOOD STANDING POLICY

Good Standing supports and reinforces the behaviours expected as outlined in the Code of Conduct, in order to sustain positive behaviour and improve student performance and outcomes.

All students commence each year with Good Standing. Students retain good standing by consistently demonstrating positive behaviours in accordance with the Code of Conduct.

Loss of Good Standing

Loss of Good Standing occurs after a suspension or a series of behaviours that are not aligned to the Code of Conduct. These behaviours include, but are not limited to:

- starting a fight
- making physical contact with the intention to harm another student or staff member
- videoing a fight in the grounds of the school or off site where there is reasonable nexus between the incident and the school, with the intention of publishing on social media.

The Principal or representative decides on the length of loss of Good Standing. Deputy Principals inform students on loss of privileges.

What does Loss of Good Standing mean?

Students who lose Good Standing will have privileges such as school social activities removed.

Reinstatement of Good Standing

Good Standing will be re-instated after such period as decided by the Principal, dependent on the student consistently adhering to the Code of Conduct.

Appealing Loss of Good Standing

A student can appeal the loss of Good Standing.

To appeal loss of Good Standing a student is to:

1. Write to the Principal explaining why Good Standing should be reinstated
2. Meet with the Principal and relevant stakeholders

The Principal will decide on whether to reinstate Good Standing and explain the decision to the student in writing and in person.

Monitoring Good Standing

- Student Services monitor loss of Good Standing on the house points portal.
- Teachers organising events and excursions are to liaise with Student Services in regard to Good Standing.

LOWER SCHOOL ASSESSMENT POLICY – 2021

Greenwood College expects Years 7,8,9 and 10 students to take responsibility for their learning and, in conjunction with their families, supports students to achieve success.

The Lower School Assessment Policy has been developed so that students, parents/guardians and teachers are aware of their rights and responsibilities in the assessment process and students are given the best possible chance for high achievement.

1. Overview

Assessment assists teachers and schools in

- monitoring the progress of students and diagnosing learning difficulties.
- providing feedback to students.
- adjusting programs.
- developing subsequent learning programs.
- reporting student achievement to parents.
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures will, therefore, be fair, valid and reliable.

2. Student Responsibilities

It is the student's responsibility to:

- complete all course requirements by the due date.
- complete all assessment tasks described in the course outline by the due date.
- keep neat, well-organised subject files containing course work and assessments.
- maintain a good record of attendance, conduct and progress (a student who is absent for five days per term is deemed to be at risk).
- initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.

3. Staff Responsibilities

Every student must be provided with:

- the school's lower school assessment policy.
- the course and assessment outline for each subject studied.
- these documents must be lodged on Connect.

It is the responsibility of staff to:

- ensure that assessments are fair, valid and reliable.

LOWER SCHOOL ASSESSMENT POLICY - 2021

- provide students with timely assessment feedback and guidance.
- maintain accurate records of student achievement and assessment.
- meet school and external timelines for assessment and reporting.
- inform students and parents of academic progress as appropriate.
- develop a teaching/learning program that adheres to the School Curriculum and Standards Authority guidelines.

Individual learning areas may have minor variations to the above general guidelines and will provide students with any subject specific course or assessment information.

4. Missed assessment work due to absence from class

1. General

Non submission or late submission of assessment work

Students must submit all assessments by the due date.

- If student fails to complete course work and there is no valid reason a penalty of 10% per day will be applied.
- If work is not submitted within four days of the deadline a 100% penalty will apply and the students will be awarded a zero.

Extensions

- Students may apply for extensions. Approval will be granted at the discretion of the teacher in consultation with the HOLA of the learning area.
- Applications for an extension must be made 24 hours prior to the due date.
- Extensions will not be granted for holidays being taken during term time.
- In the event an extension is granted and work is not submitted by the revised due date, a zero mark will be applied.
- A penalty of 10% per day will be applied for any extensions given.

If a student is absent from class, his or her ability to achieve to potential is diminished. Extended approved/unavoidable absence frequently results in lower levels of achievement, or unit assessment requirements not being met.

LOWER SCHOOL ASSESSMENT POLICY - 2021

2. Assessment tasks

Absence from a specially scheduled assessment task (including test, oral presentations and examinations) or failure to submit scheduled assessment tasks must be explained by the following:

- medical certificate.
- or
- telephone call, email or letter from parent to the subject teacher. It is important that the parent is aware that their child will be missing an assessment when they miss school.

Satisfactory explanation of the absence or failure to submit may enable the student to complete that assessment task, or a similar task, and gain credit, subject to the individual learning areas policy on student absence.

Where possible, advance notification of a student absence and therefore a failure to submit an assignment by the due date, is required via Connect to the student's subject teacher. This is important so that parents are aware that their child's sickness means that their child cannot submit an assignment by the due date.

In cases where a student is unable to attend class to complete an assessment task, and where appropriate supervision is guaranteed, the student may be given permission to complete that task where staff are available to supervise assignment completion either in the appropriate learning area or some other suitable area.

Where there is no satisfactory explanation of a failure to submit or an absence from an assessment task, and alternative arrangements cannot be made, the student may be awarded zero at the discretion of the HOLA/TIC.

3. Prolonged absence

Where a student is unable to attend school for a lengthy period due to injury, illness or school sanctioned event, the school may:

- provide support to the student's learning program.
- modify the student's assessment program and use professional judgement.

4. Cheating, Collusion and Plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking any work which:

- is prepared or substantively contributed to by another person.
- is copied or downloaded from the internet.

LOWER SCHOOL ASSESSMENT POLICY – 2021

If it is demonstrated that a student has cheated, colluded or plagiarised:

- the parent/guardian will be informed of the suspected breach.
- a mark of zero for the assessment task will be awarded, or

5. Students with Special Educational Needs

Students with a diagnosed disability will, where the application of special conditions improves their ability to access assessments, have assessment tasks including school-based examinations adjusted. Adjustments granted will be consistent with those described in SCISA's *Guidelines for disability adjustments for timed assessments*.

6. Transfer between schools

Where a student changes school part way through the year, credit for the completion of work in the same course will be awarded if the student and/or previous school supplies appropriate evidence.

7. Reporting on student achievement

The College formally reports on student achievement at the end of Semester 1 and 2 as well as through the issuing of an interim progress report at the end of term 1.

As a minimum, semester 1 and semester 2 reports provide for each course:

- An overall grade.
- A grade for each outcome assessed during the assessment period.
- An assessment of student attitudes, behaviours and values.
- Student grades are determined by reference to Education Department endorsed, Grade Related Descriptors.

Parents are able to monitor student progress through CONNECT or by maintaining contact with their child's teachers.

Parents will be informed if a student's assessments are a cause for concern.

Parents are encouraged to contact their child's teachers or the Head of the Learning Area for further information relating to assessment and courses.

INFORMATION COMMUNICATION TECHNOLOGY STUDENT USAGE GUIDELINES

The College's ICT Network caters for over 1000 users and consists of hundreds of devices. As such, security and monitoring of appropriate student usage is extremely important and severe consequences in accordance to the College Behaviour Management in Schools (BMiS) Policy will occur for the misuse of this important and valuable College resource.

Student Accounts

- Student passwords and login account names are personal property and belong to an individual user.
- Students are responsible for ALL the material stored on or accessed via their personal computer accounts.
- Students must not give other students their password under any circumstances and are directly responsible for all computer activity logged against their password, regardless of the user.
- Students must not allow other students to store files in their accounts. Group work files should be also saved on shared directories.
- Students are not to save music or video files, games or inappropriate and/or offensive graphics or articles in their accounts or anywhere on the Greenwood College (GC) system.
- Students must log out of the workstation when they leave so that files, passwords and network access is protected from access or misuse by others.

Network and Internet Use

- Student Internet access is logged and monitored by ICT staff. A teacher must be present in the room when the Internet is being accessed.
- Students may not attempt to hack or bypass any hardware or software security implemented and managed by the Department or GC.
- Students should not access unauthorised site such as social network sites at any time.
- Any use of the GC network or Department managed software (email, Teams, Moodle etc) to harass, abuse, defame, upset or bully other students will be dealt with severely and offending students will lose their network access and receive a consequence in accordance to the GC BMiS Policy.
- Students are not permitted to send network messages via the GC network.
- Students who misuse their account or abuse Internet access in anyway will have their account disabled, parents contacted and receive a consequence in accordance with the GC BMiS Policy.

INFORMATION COMMUNICATION TECHNOLOGY STUDENT USAGE GUIDELINES

Printing

- Students should check they are printing to the correct printer.
- Students should not need to send a document to the printer more than once. Seek teacher assistance.
- Students should be mindful of the financial and environmental cost of printing and teachers should authorise all printouts.

Connect for parents;

Parents/caregivers can access marks and check student progress at any time via Connect. Log onto Greenwood College's website and locate the Connect tab.

As a parent/caregiver you will have received a P number and login details. Any problems please contact the college: admin.greenwood.college@education.wa.edu.au ,the link is on the Greenwood College home page.

Senior School Assessment Policy – 2022

Greenwood College expects Year 11 and 12 students to take responsibility for their learning, and in conjunction with their families supports students to achieve success. The Senior School Assessment Policy has been developed so that students, parents/guardians and teachers are aware of their rights and responsibilities in the assessment process.

Senior School student assessment has guidelines set by the School Curriculum and Standards Authority (SCSA). Adherence to these parameters is mandatory.

Unless specified, the word *course* also refers to school-based certificate qualifications.

Information provided to students

At the commencement of the course teachers will provide electronic access via CONNECT to the following documents:

- The SCSA syllabus for the pair of units which includes the grade descriptors
- A course outline for the pair of units that shows:
 - all the content from the syllabus in the sequence in which it will be taught
 - the approximate time allocated to teach each section of content
- An assessment outline for the pair of units that includes:
 - a general description of each assessment task including the assessment type, the syllabus content on which it is based, the approximate timing of each task and the task weighting

For certificate qualifications students will be provided with a delivery schedule which outlines the Units of Competency required and a timeline to be adhered to.

Reporting on student achievement

The College reports on student achievement at the end of Semester 1 and 2.

As a minimum the report provides for each course:

- a grade*
- the percentage mark in the school-based examination (for ATAR courses)
- the overall percentage mark*
- a statement of progress (for school-based Certificate Qualifications)

**The Semester 1 mark and grade are interim results as they are not finalised until the pair of units is completed at the end of the year.*

Student progress

Students and their parents/guardians will be kept informed of their academic progress including notification when:

- a student receives less than 50% on any assessment item (Foundation/General course)
- a student receives less than 55% on any assessment item (ATAR courses)
- a student fails to meet an assessment deadline
- satisfactory progress is not being met for school-based certificate qualifications
- students are at risk of not meeting the achievement standard required to achieve WACE

Year 11 and 12 ATAR students will complete at least one formal assessment by the conclusion of Week 4 Term 1. If it is deemed that students are at risk of unsatisfactory achievement in an ATAR course the Deputy Principal – Senior School or Senior School Student Services Coordinator will contact parents/guardians to negotiate a more suitable course placement.

When students are engaging in external certificate courses that result in regular absence from timetabled classes, it is their responsibility to remain up to date with school-based assessment work. If progress in school based or external courses is at risk the College may withdraw enrolment in the qualification.

If students do not demonstrate satisfactory academic achievement in Year 11 they may be required to:

- change pathway at the conclusion of Semester One Year 11 or for the commencement of Year 12
- repeat Year 11

Absence from an assessment

Absence from an in-class assessment

- Advance notification (via the College Reception 9243 9200 prior to 9.00am) of absence from scheduled assessment tasks including tests and examinations is required unless there are special circumstances.
- A medical certificate or letter of explanation must be provided directly to the course teacher immediately following the student's return to school.
- Where the student provides a reason that is acceptable to the College the teacher will make alternative assessment arrangements.
- Where there is no satisfactory explanation the student will be awarded a zero for the assessment.
- Holidays and other events that can be rescheduled will not be considered valid reasons.

Prolonged absence (3 or more days)

- An application for authorised leave must be submitted two weeks prior to scheduled prolonged absences
- Where a student can provide a medical certificate or is participating in a school approved event the College may be able to modify the assessment programme.
- Valid documentation must be provided and alternative arrangements organised prior to the prolonged absence when it is a scheduled activity.
- If the documentation provided is deemed to be unsatisfactory the student will be awarded a zero for the assessment.

Non submission or late submission of assessment work

Students must submit all assessments by the due date.

- If a student fails to complete WACE course work and there is no valid reason a penalty of 10% per day (exclusive of Saturday and Sunday and any holiday) will be applied.
- If work is not submitted within four days of the deadline a 100% penalty will apply and the students will be awarded a zero
- If the non-submission of work (including units of competency for certificate qualifications) is deemed to be placing the students at risk of insufficient progress towards WACE achievement the student will be required to remain at school beyond the beyond length of the normal school day, during examination periods or after the final school day for Year 11 and 12.

Extensions

- Students may apply for extensions. Approval will be granted at the discretion of their teacher.
- Applications for an extension must be made 24 hours prior to the due date.
- Extensions will not be granted for holidays being taken during term time.
- In the event an extension is granted and work is not submitted by the revised due date penalties as per non-submission of work will apply.

Examinations

- When attending examinations students must adhere to the rules that pertain to each examination. These will be issued with examination timetables.
- Infringement will result in an appropriate penalty, determined at the discretion of the Deputy Principal – Senior School.
- Students must attend scheduled examinations. In an exceptional circumstance alternative examination dates may be approved through the Deputy Principal – Senior School. Applications must be received in writing prior to the examination date.
- For school examinations, in the event of temporary sickness, non-permanent disability, or an unforeseen event occurring during or just before the examination, students must submit a Sickness/Misadventure Application form available from the College reception.
- Participation in family holidays will not be accepted as an exception circumstance.
- A student who does not attend an examination and does not supply appropriate evidence will be awarded zero for the examination.
- For WACE examinations, in the event of temporary sickness, non-permanent disability, or an unforeseen event occurring during or just before the examination, students may apply for special consideration to be given to their examination marks. In such cases the Sickness/Misadventure Application form accessed via the SCSA website must be submitted.

Externally set tasks

- All students enrolled in General of Foundation courses in Year 12 are required to sit the Externally Set Task (EST).
- The EST is set by SCSA and will contribute 15% of the assessment mark for each course.
- Students who are unable to attend a scheduled EST due to a TAFE or external training commitment must provide advance notice to allow an alternative test date to be negotiated.

Cheating, Collusion and Plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking any work which:

- is prepared or substantively contributed to by another person
- is copied or downloaded from the internet without acknowledging the source

If it is demonstrated that a student has cheated, colluded or plagiarised:

- the parent/guardian will be informed of the suspected breach
- a mark of zero for the assessment task will be awarded, or
- a penalty deemed appropriate by the Head of Learning Area or Teacher in Charge will be applied

Students with Special Educational Needs

Students with a diagnosed disability will, where the application of special conditions improves their ability to access assessments, have assessment tasks including school-based examinations adjusted. Adjustments granted will be consistent with those described in SCSA's *Guidelines for disability adjustments for timed assessments*.

For Year 12 students with a diagnosed disability the College will liaise with parents/guardians to determine if an application to SCSA for special examination arrangements should be lodged. Where approved by SCSA for external ATAR course examinations, these arrangements may differ from those the College has used for school-based assessments. The approval of special examination conditions may require examination attendance at an alternative venue.

Extraordinary Circumstances

If the assessment of individual students or groups of students is affected by extraordinary circumstances including a catastrophic event:

- based on the completed assessment tasks the teacher makes a professional judgement of the performance of the students affected by the event
- where additional assessment tasks are required to enable professional judgment to be made, the assessment outline is modified for student/s affected by the event
- the College informs the student's affected by the event and their parents/guardians of the changes to the assessment schedule

Security of assessment tasks

In cases where the same in-class assessment task is used as there is more than one class, to ensure no students are unfairly disadvantaged, the question papers will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes.

Students must not discuss the nature of the questions with students from other classes until after all classes have completed the task. Discussion of the questions will be treated as collusions and the appropriate penalties will be applied.

Transfer between courses

The deadline for student transfers in Year 11 and Year 12 is Friday of Week 4 in Term 1.

- Course changes must have parent/guardian consent and be approved by the Deputy Principal – Senior School.
- Course changes are subject to approval based on SCSA requirements, past academic achievement and available space.

- Where a transferring student has an assessment program that differs from other students the students will be provided with an individual assessment outline showing how a school mark for the unit or pair of units will be determined.
- In Year 11 course changes in exceptional circumstances will be considered at the conclusion of Semester One.
- Year 11 students enrolled in a Foundation course may be required to transfer to a General course for Semester 2, if they meet the literacy and/or numeracy standards in the March round of the Online Literacy and Numeracy Assessment (OLNA).
- The enrolment in school based certificate qualifications is a two-year commitment. Applications to enrol or withdraw after Week 4 in Term 1 of Year 11 will only be considered in exceptional circumstances and are not always possible.

Transfer between schools

Where a Year 11 or 12 student changes school part way through the year, credit for the completion of work in the same course will be awarded if the student and/or previous school supplies appropriate evidence.

Credit towards the completion of Certificate Qualifications is conditional to recognition by the College's relevant Registered Training Organisation and is not always possible.

Retention of assessment work

Students are responsible for retaining all of their marked written assessment asks. To assist students, the College will establish an assessment file for each student for each course. Files must be retained until the College's grades are approved by SCSA, at the end of the window for student assessment appeals in Term 4.

Students will have access to their assessment file for revision purposes during class time and for school-based study through negotiation with the relevant HOLA/TIC.

Assessment files will be available to students for collection at the end of the school year. All materials not collected by the end of the year are securely disposed of by the College.

Non-completion of the assessment program (Awarding of a U)

If the reason for non-completion of the assessment program is acceptable to the College, and sufficient evidence is available then the teacher can make a professional judgement of the grade to be assigned for the unit or pair of units.

If the reason for non-completion is acceptable to the College but sufficient evidence of student achievement is not available, then for a Year 11 course a U (unfinished) will be submitted if additional time is to be provided to complete further assessment tasks. When a U status is not amended before the scheduled date for the final upload of student achievement data, the U will default to an E grade.

A U notation cannot be submitted for any Year 12 course.

Appeals

If a student considers there is an issue about the delivery of a course, the marking of one or more assessment tasks or the grade assigned for a unit or pair of units, they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, the student or the parent/guardian should contact the relevant Head of Learning Area or Teacher in Charge.

The student or their parent/guardian can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline does not conform to the syllabus requirements
- the assessment procedures used do not conform with the College's Senior School Assessment Policy
- procedural errors have occurred in the determination of the course mark and/or grade

The Deputy Principal – Senior School or a nominated representative, will conduct the review. The reviewer will meet with the students and teacher independently and prepare a written report. This report will be provided to the relevant HOLA/TIC, students and their parent/guardian.

If the issue remains unresolved, the students or parent/guardian may appeal to SCSA using the appeal form which is available from their website. SCSA representatives will then independently investigate the claim and report to SCSA's student appeal committee.

If the committee upholds a student appeal, the College will make any required adjustments to the student's mark and/or grade and, where required, the mark and/or grade of other students and reissue reports and/or the statement of achievement as necessary.