

High School Assessment Policy

1. Introduction

IQRA College aim to create a fair and equitable learning environment that fosters academic excellence and encourages ethical behavior. The purpose of this assessment policy is to establish clear guidelines and expectations for assessing student learning in a school setting. It ensures fairness, consistency, and transparency in the assessment process while promoting academic integrity and student growth. If required, please refer to the SACE website to further understand the assessment process (www.sace.sa.edu.au/) for students completing SACE subjects.

2. Scope

This policy applies to all currently enrolled high school students from year 7 to year 12 at IQRA College.

3. Responsibilities

Year 10-12 Teachers' Responsibilities

- Provide constructive feedback to students on their drafts in a timely manner, before the due date of the assessment
- Offer guidance and advice to students on their work prior to the deadline
- Authenticate students' work using plagiarism checker / turnitin
- Advise students regarding their ability to meet the Assessment Criteria

Student's Responsibilities

- Comply with the Acceptable User Policy
- Ensure that all tasks are the original work of the student, including draft work
- Reference assessments accordingly
- Complete and submit all assessment tasks by the due date set by the subject teacher
- Students should submit all work through Daymap. Some types of assessment items may require submission to an appropriate link, and this is to be negotiated with the appropriate teacher.
- Students are expected to maintain the integrity of examinations and to report any suspected instances of cheating.

- Students must be able to demonstrate that the work is their own using draft documentation.
- Students must ensure that electronic work is saved in more than one location- electronic failure is not an allowable excuse for non-submission of a task.

4. Use of AI

Students should be aware that the use of AI to create work is considered cheating, and AI generated work cannot be submitted to SACE. As such it is also inadmissible throughout all school levels.

The burden of proof regarding use of AI lies with the student. If a staff member suspects that AI has been used, a student must prove that the work is their own through the use of the drafting process.

This aligns with the SACE policy which states that:

“A teacher may withhold his or her signature until sufficient evidence is available to show that the submitted material is the students’ own work. In such circumstances **the onus is on the students to give evidence that the work submitted was completed without undue assistance.**”

5. Assessment Types

5.1 Formative Assessments

Formative assessments are designed to provide ongoing feedback and monitor student progress. Some are graded and some aren’t (depending on the content and the teacher). They serve as tools for teachers and students to identify areas of strength and areas needing improvement. Examples include class discussions, quizzes, homework assignments, and group work.

5.2 Summative Assessments

Summative assessments are used to evaluate student learning at the end of a unit, semester, or course. They are graded and contribute to the overall course grade. Examples include exams, projects, research papers, presentations, and performance assessments.

6. Grading System

The grading scale will be clearly defined and communicated to students and parents at the beginning of each academic year. It may include letter grades (A, B, C, etc.) or numerical scales (e.g., 100-point scale). The scale will reflect the mastery of content and align with the School's Policies. SACE subjects will be reported as per SACE regulations for the subject.

7. Long Leave

Students taking long leave commit to constant communication and active involvement in assigned schoolwork with their relevant subject teachers. This entails timely submission of summative assessments; delays in submission may lead to a grade of zero. Familiarity with the Grade Retention Policy on our website is crucial as this policy continues to remain in effect for high school students who are on long leave. Any student going on long leave must give ample time and notification to the teacher especially if it will affect the student to attend their exam as the school will need time to prepare an alternative exam. Failure to do so might result in a zero for the student's exam.

8. Academic integrity and academic misconduct

Academic integrity is when a student approaches their academic responsibilities in an honest, moral and ethical way. Teachers, parents, guardians and others who support students in their learning must adhere to the guidelines for academic integrity (*refer to the Academic Integrity Policy*).

Plagiarism, the copying of another person's ideas, text, or other creative work and presenting it as one's own, is not tolerated. Examples of plagiarism include:

- Copying or closely paraphrasing sentences or paragraphs
- Copying ideas, concepts, tables, designs, sounds, images, music, scripts, research data mathematical workings etc, and passing these off as original work.
- Copying or adapting another student's work
- "Cutting and pasting" statements gathered from a variety of sources without appropriate referencing
- Submitting work produced by someone else as the student's own
- Submitting work generated using an AI program, without referencing this work as work created by an AI program. Please refer to Section 4 of this policy.

If plagiarism is detected, students will be given a second chance to submit a revised version of their work within a prescribed timeframe of 24 hours, accompanied by the potential to achieve a maximum grade of C.

Cheating in a Test/Exam

Students are continuously reminded about the consequences of cheating and how it does not align with our Islamic practices and beliefs, especially before tests/exams. The act of cheating will not be tolerated at IQRA College and if a student is caught cheating, in any way, during a test / exam will receive a fail mark / zero score. Depending on the severity of this, the Discipline Coordinator may be involved and students may face further disciplinary actions, including detention, suspension or expulsion.

Exam/Test expectations

Students are expected to abide by the exam/test conditions set forth by the School. They're expected to put up their hand if they want to ask an invigilator a question, not talk during the assessment, the following behaviors are considered disruptive:

- Calling out during the test/exam
- Looking around consistently
- Making unnecessary movements or sounds that distract others.
- Failing to follow the instructions of the invigilator.
- Causing any other form of disruption to fellow students during the test/exam

Students who fail to abide by these expectations will receive three warnings before penalties are enforced. Otherwise, they will face consequences determined by the Head of Discipline – these may include the possibility of receiving a fail mark / zero for the exam.

9. Assessments and Drafts

Details of coursework and assessment requirements will be provided by teachers on a regular basis to allow students to plan their study program and take responsibility for managing their study time and habits. Students will be given their assessment tasks/assignments each term.

A draft is a body of evidence that is provided by students in response to assessment instruments. Teachers will only accept full drafts that are good enough to submit for assessment – It is likely to be the student's second or third attempt at the task through consultation with the teacher of their approach and planning procedure.

Drafts are necessary as evidence that a student had not used AI to write an assignment.

Student Expectations

- Demonstrate enthusiasm and appropriate learning behaviour.
- The opportunity for drafts will be presented to all students 10-12 students where appropriate.
- Students must progressively save draft work in order to be able to demonstrate that work is not generated by AI technology or is being written by someone else.
- Students will be given at least 5 days to work on assessment items after they have received feedback on their draft work.
- Students are expected to acknowledge and work on the feedback present by teachers.
- Teachers will not review drafts that are submitted after the draft due date
- Discussion of draft work during lesson times may be allowed at the discretion of the teacher and if time permits.

Draft Submission

- Regardless of format (physical handing in, electronics), all assessment items and drafts must be submitted by the draft deadline set by the subject teacher
- Additional drafts (more than one) may be completed at the discretion of the individual subject teacher if there is an appropriate reason to do so.
- Students completing SACE assignments must comply with SACE requirements (1 full draft only).
- Students should expect teachers to check draft progression at the end of lessons to check for the integrity of the work.

Teacher Feedback

The teacher's feedback is not editing the student's work, so teachers cannot:

- Extensively proofread and correct the work.
- Extensively spell and grammar check the work.
- Extensively advice on the fluency or sentence structure of the work
- Provide specific information to be included nor excluded.
- Grade work, but may provide an indication of whether work is unsatisfactory or satisfactory.

10. Assessment Moderation

Moderation is part of IQRA College's quality assurance procedure to ensure that the assessment of the student learning outcomes is accurate, consistent, and represents every students' capabilities. All summative assessments are subject to moderation – the following principles for moderation apply:

- A selection of examples of students' work (encompassing work graded A,B,C,D & E) of each subject will be provided by the subject teacher for internal moderation every term by the School Coordinators.
- The Coordinators will undertake moderation of the initial grade and provide feedback to individual assessors, advising the subject teacher directly of any marking adjustments required
- An alternative moderator will be allocated for the Coordinator teaching a subject
- Teachers will acknowledge receipt of feedback and action all requirements as appropriate
- Students can request moderation of a graded assessment task to the respective coordinator
- Any objection to a final moderated marked grade is to be submitted to the Head of Teaching and Learning for a review. The grade given by the Head of Teaching and Learning is final and binding.

11. Late or Non-Submission of Assessment

In the event where a student does not submit the assessment on the due date (late submission), 5% will be deducted from the grade of the assessment each day for the first three days – Day 4 onwards,

the student will get a zero grade / fail mark for their assessment, with no alternative opportunity for re-submission. Students will be given an academic detention as appropriate if work is not submitted. (Please see Academic Detention policy)

If students fail to submit the assessment required for a specific subject, the teacher will grade the work based on any drafts that may have been provided to award a level of achievement.

If there is no evidence available to award a judgement, an assessment item is recorded as a fail grade 'E' and parents will be contacted.

Students who do not submit assessment tasks risk non-completion of a subject, which may impact their final Level of Achievement.

Non-completion of assessment requirements may result in failure to gain SACE credits in that subject, and jeopardize SACE completion and ATAR eligibility.

Late work submission at for Year 11 and 12 SACE level

For students taking SACE subjects, a grade at the appropriate SACE level will be provided for moderation and SACE purposes provided that it is submitted before the SACE submissions closing date. However, the late work policy will apply to the school grade and school reporting, in order to reflect the student's failure to meet school deadlines.

NOTE: There are strictly no exceptions – unless documentary evidence from approved authorities is provided (such as a medical certificate from a GP).

12. Assessment Task Procedure for Absences

Absence for an Exam/Test

An exam / test is a formal piece of assessment conducted under supervised conditions at a set time and place. If the student becomes aware they will miss an exam / test due to unavoidable absence,

ADVANCED NOTICE	UNFORESEEN CIRCUMSTANCE
<p>Student advises their teacher atleast two days before the exam/test</p> <p>↓</p> <p>Call admin office at 8298 2550 to notify absence and email to respective subject teacher on the day of the missed exam</p> <p>↓</p> <p>Subject teacher advises student of alternate arrangements as soon as documentary evidence is supplied to the teacher</p> <p>↓</p> <p>Student will complete exam under supervised conditions (Time & date to be set by subject teacher).</p> <p>↓</p> <p>External Exams – SACE will advise result of special provisions application.</p> <p>Entered in Daymap</p>	<p>Student advises the admin office on 8298 2550 or email admin@iqracollege.sa.edu.au</p> <p>↓</p> <p>On same day of the exam - Notify subject teacher via email.</p> <p>↓</p> <p>Students must submit documentary evidence to the subject teacher to re-schedule the exam/test for the student.</p> <p>↓</p> <p>Student will complete exam under supervised conditions immediately on return to school.</p> <p>↓</p> <p>External Exams - SACE will advise result of special provisions application.</p> <p>Entered in Daymap</p>
Non-compliance with Assessment Policy Procedures – Refer to Discipline Committee	

they must inform their teacher or the admin office at-least 2 days prior to the exam/test date and provide documentary evidence from approved authorities (such as a medical certificate).

If a student misses an exam / test for any unforeseen circumstances and has not provided the School with any advanced notice, they must inform contact the admin office and documentary evidence from approved authorities must be provided. *See the procedure below for more information.*

Seeking Extensions for Assessments

Students from year 7-year 10 seeking to apply for an extension must email or send a message to the teacher with their request, at least 2 days prior to the due date.



Year 11 and 12 students, extension requests are submitted through the "Assessment Task Extension Form" on Daymap – they must be sent 2 days prior to the assessment task due date. Documentation of circumstances must be provided, otherwise the extension may not be granted. Requests for extension at SACE level must be made to both the teacher and the Head of teaching Learning for approval, with an appropriate explanation for the request.

Extensions to deadlines at SACE level may be granted for reasons such as: family events (weddings, funerals) extended illness, special provision, major school events that might result in student time being reduced.

Absence on the Due Date of an Assessment Task.

If students become aware that they will be absent on the due date of an assessment for any circumstance, they must inform their subject teacher or the admin at least 2 days prior to the assessment date. If a student becomes absent for any unforeseen circumstances and has not provided the School with any advanced notice, they must contact the admin office and provide documentary evidence. *Refer to the following procedure:*

ABSENCE ON THE DUE DATE OF AN ASSESSMENT TASK
Student informs admin office of absence AND emails the assessment task to the subject teacher. Include in email: Student name, grade, teacher name and subject.

<p>Assessment task submitted on due date.</p> <p>All task sheets and drafts to be handed in on first day back to school to subject teacher.</p>	<p>Unable to submit assessment task via email on due date.</p> <p style="text-align: center;"></p> <p>Call school on 8298 2550 AND email the subject teacher to record acknowledgement of assessment due and provide reason. Preferably speak with the subject teacher.</p> <p style="text-align: center;"></p> <p>Student submits the assessment task to teacher on first day back at school or via the negotiated outcome.</p> <p>Attach documentary evidence</p>
<p>Non-compliance with Assessment Policy Procedures – Refer to Discipline Coordinator</p>	