

**JOHN CURTIN COLLEGE OF THE ARTS  
LOWER SECONDARY ASSESSMENT POLICY: 2021  
PARENT SNAPSHOT**

This policy is provided to all senior secondary students, teachers and parents at John Curtin College of the Arts. This policy is developed in accordance with School Curriculum and Standards Authority (SCSA) and the Department of Education principles of validity, explicitness, comprehensiveness and fairness as well as the Curriculum Assessment and Reporting in Public Schools Policy and Procedures (CAR) and the Teaching, Assessing and Reporting Policy (TAR). Responsibility for explaining the policy rests with the teacher and once the policy has been presented and fully explained to the student, responsibility for adhering to the policy rests with the student.

In order for this policy to be implemented effectively, clear communication is required between all parties i.e. parents/caregivers, teachers and students.

## **1. OVERVIEW**

Assessment of student work assists teachers to:

- monitor student progress and to identify learning weaknesses
- provide feedback to students
- adjust learning programs
- report student achievement to parents/caregivers
- meet whole college and system planning, reporting and accountability procedures.

## **2. STUDENT RESPONSIBILITIES**

It is the responsibility of the student to:

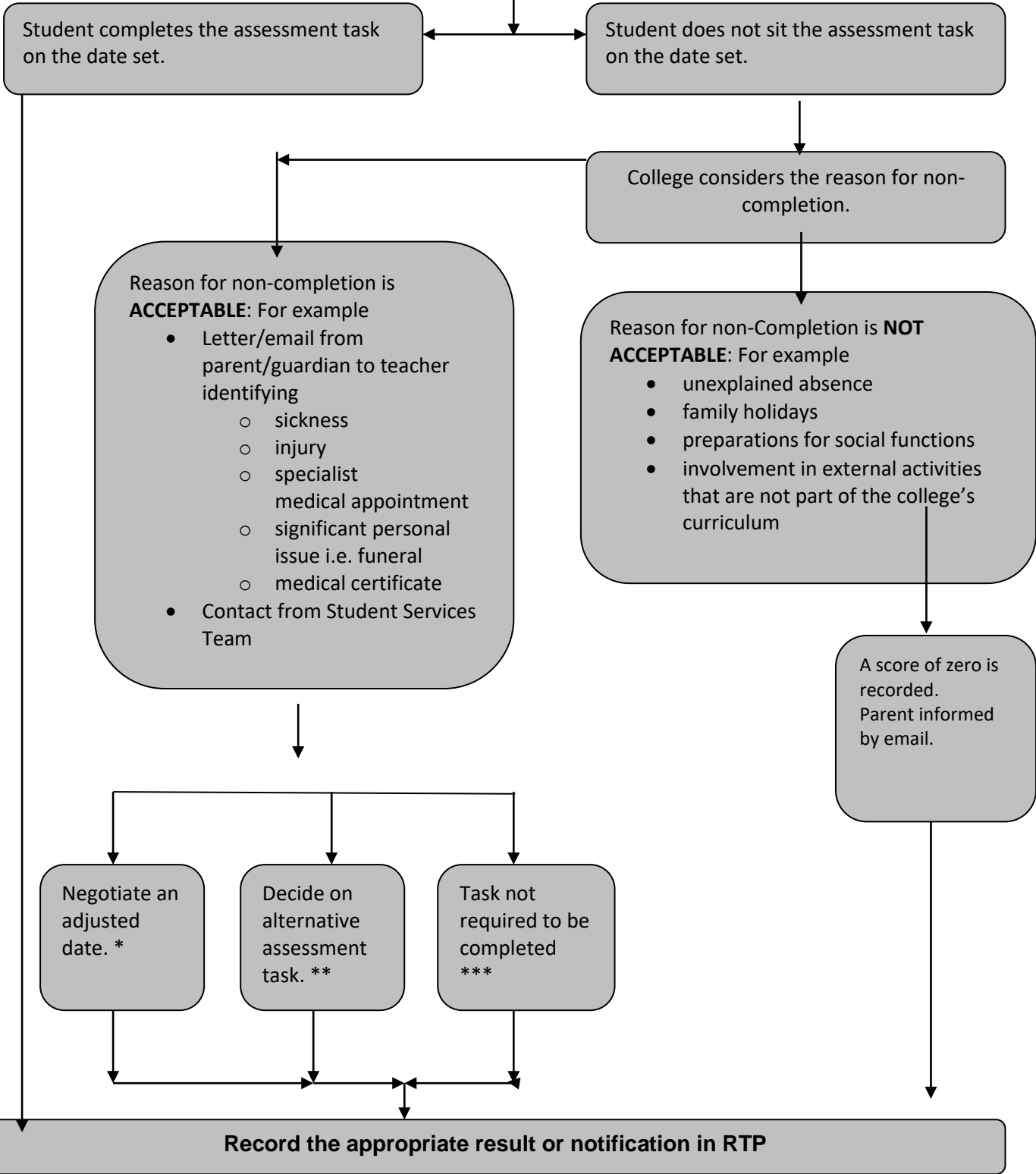
- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- maintain a folio of evidence for each course studied and to make it available whenever required - to assist this process the folio of evidence may be stored by the classroom teacher
- maintain a good record of attendance, conduct and progress (a student who is absent for five periods/days or more per term is deemed to be 'at risk')
- contact teachers concerning absence from class, missed in-class assessments, extension requests and any other assessment issues (in conjunction with their parents).

## **3. PARENT/CAREGIVER RESPONSIBILITIES**

It is the responsibility of parents to:

- contact teachers concerning absence from in-class assessments, extension requests and any other assessment issues (in conjunction with their child)
- contact the relevant deputy principal concerning an absence from an examination.

**Appendix 1  
In-Class Assessment Task**



\* Usually the next teaching period.  
 \*\* If in the opinion of the teacher the original assessment is no longer confidential.  
 \*\*\* If in the opinion of the teacher sufficient evidence exists in other completed tasks that meet the requirements of the course.

## Appendix 2

### Lower School: Request for Extension

You must complete this form if they choose to seek consideration when illness or other significant circumstances have had an adverse effect on your academic preparation for an in-class assessment or meeting the deadline for an assignment, portfolio etc.

#### FORM COMPLETION

- Complete each section (1, 2, 3, 4 and 5) in full.

#### FORM SUBMISSION

- Applications must be submitted at the earliest possible date and usually within three days of the assessment due date
- If you are unable to submit the application within this period, you must demonstrate exceptional circumstances that prevented you from doing so
- All supporting documentation must be attached
- **Forms must be given to the relevant classroom teacher in person.**

1. Personal details	
Student surname:	Student first name:
Parent/guardian surname:	Parent first name:
Contact number:	Email:
2. Course	
Course:	Teacher:
Type of Assessment Task:	Date Due:
3. Reason for request	
4. Supporting evidence and/or documentation:	
Tick box	<b># Must be attached</b>
	Medical certificate (#)
	Hospital Admission Statement (#)
	Traffic Accident Police Report (#)
	Witness name: <span style="float: right;">Mobile number:</span>
	Other: include details
5. Declaration	
I certify that the information outlined above is a true and accurate representation of my circumstance/s.	
Student signature:	Date:
Parent signature:	Date: