



# Narrogin Senior High School

## Senior School Assessment Plan - Addendum

### 1. Overview – Please add

Definitions: The policy refers to WACE courses, Endorsed Programs and Units of Competency (UoC) within Certificate courses. Any statement using the term Course will refer to all of the above.

### 4. Staff responsibilities – Please add

It is the responsibility of the teaching staff to:

- provide students with an overview and assessment guidelines and scheme of assessment at the commencement of the course for the entire course. Place the tasks and weightings on the *Reporting to Parents* program by Week 2 Term one.
- maintain accurate records of student achievement and assessment through the marks book function of the *Reporting to Parents* facility and meet school and external timeframes for assessment and reporting.
- make use of Reporting to Parents to inform students and parents of academic progress as appropriate, including failure to submit or complete a task on time. Initial contact to be made by letter and recorded on SIS; subsequent contact to be made by telephone and recorded on SIS.
- In consultation with their managers, teachers will be flexible in the assessment requirements with students on alternative / flexible programs and provide modified programs and take prior work into consideration, if the student transfers part of the way into the course or requires a modified assessment program.

### 7. Non-completion/submission of assessment tasks - Please add

Students attempting Units of Competency working towards a certificate course will be given two opportunities per assessment to demonstrate each competency. Any student who fails to demonstrate a competency twice must negotiate with their teacher, by providing a satisfactory reason, for any further opportunities. Failure to do so or complete the competency will put that student at risk of not completing the full qualification.

Staff will negotiate with partners regarding the consequences for late and/or non completion of assessment tasks in subjects involving small group moderation and inform the students of the agreed policy.

### 11. Reporting – Please add

Students will be kept informed of their progress throughout their course. Teachers will assess completed tasks and provide prompt assessment feedback to the student. Parents will be regularly informed about a student's progress. Students and parents/guardians will be informed when it is identified that there is a risk of the student not:

- progressing in certificate courses where a student has not completed a Unit of Competency and is therefore at risk of not completing the full qualification.

### **SENIOR SCHOOL ASSESSMENT POLICY RETURN SLIP**

We have read and understand the additions to Narrogin Senior High School's Assessment Policy. We agree to abide by this policy.

Student signature: \_\_\_\_\_ Student Name: \_\_\_\_\_

Parent/Caregiver signature: \_\_\_\_\_ Parent /Caregiver Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Return this slip to your Year leader***