

## **Outline:**

### Introduction:

The purpose of the Junior School Assessment and Attendance Policy is to ensure that there is clear understanding of the expectations. It is essential that all students and staff have a consistent and fair approach to achieving success in the Junior School at Western Port Secondary College. This document outlines the policies, procedures and responsibilities for all students and teachers from Year 7 -9. This document has been produced in accordance with the Victorian Curriculum and Assessment Authorities (VCAA) and in line with Western Port Secondary College's Senior School Assessment and Attendance Policy.

### Responsibilities of the students:

#### **Summary of the students' responsibilities in Year 7 – 9.**

- Maintain 90% or above attendance.
- Monitor learning tasks and summative assessment tasks via COMPASS and/ or Microsoft Teams.
- Provide the Junior School Attendance Officer, with medical certificate or parental note on the returning day to school after an approved absence.
- Ensure that all learning tasks and summative assessment tasks are completed upon return after an approved absence.
- Proactively communicate with staff to ensure that all work is up to date.
- Make attempts to catch up on all missing work, to ensure continuity of learning.
- Attend all enrolled redemption sessions, if assigned by the classroom teachers or Learning Level Leaders/ Coordinators.
- All work submitted must be the students own work to be granted an 'S' for their tasks.
- Follow teacher instructions and adhere to all guidelines for the environment to which learning tasks and summative assessment tasks are set to be completed.
- Show accountability and responsibility towards maintaining organisation for key dates and deadlines for coursework and assessments.
- Engage in learning and assessments in a positive way aligning to the WPSC CARE Values.
- Follow all Western Port Secondary College's policies for signing in and signing out.
- Use time out of class effectively, completing all homework and missed work both at home and if required in the Community Meeting Room.

### Minimum requirements to transition from Year 7 to Year 8:

**To be awarded a Year 7 certificate at Western Port Secondary College and to be eligible to transition directly from Year 7 to Year 8 a student must:**

- Achieve satisfactory results 'S' in core subject summative assessment tasks, English, Maths, Humanities and Science. (Totalling 4 'S' results per subject)
- Achieve satisfactory 'S' units across the remaining elective units.
- Show growth and progression in 5 weekly reporting cycles.
- Participate in any Student Support Group Meetings and determine a plan if students have shown little to no- growth in 5- weekly reports or received an 'N' on any summative learning tasks.
- Students will attend 'Redemption' sessions to ensure improvement in results if necessary.
- Students will actively seek help from teachers, if needed.

If a student does not achieve this, they will be actively involved with Parents or Carers in a Student Support Group Meeting (SSG) to determine a suitable plan and contract moving forward, to support their transition into Year 8.

### Minimum requirements to transition from Year 8 to Year 9:

**To be awarded a Year 8 certificate at Western Port Secondary College and to be eligible to transition directly from Year 8 to Year 9 a student must:**

- Achieve satisfactory results 'S' in core subject summative assessment tasks, English, Maths, Humanities and Science. (Totalling 4 'S' results per subject)
- Achieve satisfactory 'S' units across the remaining elective units.
- Show growth and progression in 5 weekly reporting cycles.
- Participate in any Student Support Group Meetings and determine a plan if students have shown little to no- growth in 5- weekly reports or received an 'N' on any summative learning tasks.
- Students will attend 'Redemption' sessions to ensure improvement in results if necessary.
- Students will actively seek help from teachers, if needed.
- Students will participate in course counselling to choose appropriate elective subjects, that will enhance their career or further learning pathway.

If a student does not achieve this, they will be actively involved with Parents or Carers in a Student Support Group Meeting (SSG) to determine a suitable plan and contract moving forward, to support their transition into Year 9.

### Minimum requirements to transition from Year 9 to Year 10:

#### **To be awarded a Year 9 certificate at Western Port Secondary College and to be eligible to transition directly from Year 9 to Year 10 a student must:**

- Achieve satisfactory results 'S' in core subject summative assessment tasks, English, Maths, Humanities and Science. (Totalling 4 'S' results per subject)
- Achieve satisfactory 'S' units across the remaining elective units.
- Show growth and progression in 5 weekly reporting cycles.
- Participate in any Student Support Group Meetings and determine a plan if students have shown little to no- growth in 5- weekly reports or received an 'N' on any summative learning tasks.
- Students will attend 'Redemption' sessions to ensure improvement in results if necessary.
- Students will actively seek help from teachers, if needed.
- Students will participate in course counselling to choose appropriate elective subjects, that will enhance their career or further learning pathway.
- Students will be aware of the Senior School Assessment and Attendance Policy; they will understand what is required of them when they enter Year 10.

If a student does not achieve this, they will be actively involved with Parents or Carers in a Student Support Group Meeting (SSG) to determine a suitable plan and contract moving forward, to support their transition into Year 10 or to determine an alternate pathway leading into senior school.

### Eligibility for a satisfactory 'S' result in Years 7-9.

#### **To be granted a satisfactory completion of Year 7-9 units, a student must:**

- Meet the 90% or above attendance requirement.
- Complete all Summative Assessment Tasks and participate in Feedback with staff.
- Demonstrate understanding of the Key Skills and Knowledge within each unit of work.
- Always submit their own work that can be authenticated.

### Evidence used by teachers to determine an 'S' decision for a Summative Assessment Task.

#### **Evidence of satisfactory 'S' results, understanding of the Key Skills and Knowledge of a unit and overall pass for the subject include:**

- Summative Assessment Task participation and completion in accordance with the associated criteria explained on the accompanying rubric. (End of Unit)
- Completion of formative assessment tasks (check ins) to demonstrate growth of skill and knowledge throughout the unit.
- Engagement and participation in all subject based learning activities: classwork and homework.
- Attendance at redemption sessions if enrolled by a classroom teacher, coordinator or learning level leader to ensure that all efforts are being made to complete the required work.

## SUMMATIVE ASSESSMENT TASKS:

**Summative Assessment Tasks indicate the level of achievement for the students gained over the course of the unit. The course of a unit will run for a term.**

- The result attained on the Summative Assessment Task will be given in accordance to the level descriptions explained in the accompanying rubrics.
- The achievement result attained in the Summative Assessment Task is separate from the decision to award an 'S' – Satisfactory result or 'N' – Not Satisfactory result.
- How the student performs within the Summative Assessment Task **should not** be the only determining factor to an 'S' or 'N' result for the outcome/unit.
- Teachers will use a collection of formative assessments and standardised testing in conjunction with the Summative Assessment Task to determine an overall 'S' or 'N' for the outcome/unit result.
- Teachers will provide students with rubrics or other forms of results based descriptors, allowing students to understand what is required at each level of the assessment.

### Students at risk of an 'N' Non- Satisfactory Result.

#### **Teacher process:**

The classroom teacher will inform students that they are at risk of an 'N' by:

- Providing ongoing feedback on all formative and summative assessment tasks explaining to students on their progress.
- Contacting parents if there is a concern for students effort, participation or academic growth in their classes.
- Enrolling students in the 'redemption process' and then attending redemption to provide assistance and clarification for the students that they enrolled.
- Follow the 'curriculum maps' for their unit to ensure that all students are learning skills at their zone of proximal development.

#### **Redeeming outcomes for an 'S':**

Students who have submitted outcome tasks that do not meet the required standards for an 'S' decision, can discuss with the teacher:

- To take into consideration other class work or assessment tasks based on the same skill set.
- To consider an alternate assessment task.
- To give further work to meet the satisfactory completion.
- To resubmit the learning task after receiving some feedback and extra assistance.

### **The Redemption Process:**

- Redemption takes place after school hours (for one hour).
- Staff will enrol students in the redemption process via Compass.
- Parents/Carers will receive an email outlining the time and date that students are required to remain at school for an extra hour to complete overdue work or receive extra help.
- Redemption takes place in the Junior School Hub and is supervised by a Leading Teacher or Coordinator.
- It is expected that the teacher that enrolled the student into redemption is present to help the students that they enrolled and to support the students to achieve success.
- Parents/ Carers will be able to visibly see which tasks are complete and incomplete through Compass.
- Students will need to complete the work within a timely manner to ensure that they can resubmit the outcome task and have it re-assessed by the teacher.

### **Student responsibility:**

- Students need to regularly check Compass and ensure they are up to date with learning tasks. This can be completed every week throughout homegroup.
- Students have conversations with their teachers if they are require extra help, assistance or time with any tasks.
- Students participate in class activities to ensure they are developing their skills throughout the unit.
- Students will actively engage in conversations with staff in regards to impending 'N' results.
- Students will attend all redemption sessions that they are enrolled in and actively participate in the completion of work and outcome tasks.
- If students cannot make redemption it is their responsibility to designate a make up time with their teachers and parents/ carers.
- Students need to organise their own transportation home from the redemption sessions.
- If students do not attempt to make an effort with these policies they will receive an 'N' for their unit and will participate in an SSG with their year level leader and coordinator to discuss their pathway, make a plan/ contract moving forward.

### Assessment Process:

**Assessments in classes will be conducted by the classroom teachers, the assessments will be developed within the year level PLC's and moderated by teachers collectively.**

- Students will be aware of when the formative, standardised and summative tasks will take place.
- Students will be aware of what is required to receive a result at level.
- Students will be provided with descriptors on a 5-point scale in the form of a rubric to help digest what needs to be completed and the standard expected.
- Students will be provided worked examples.
- Students will be allocated a certain time frame for assessment completion and this will be explained before the assessment period.
- Students will be required to bring all materials that are required for the assessment.

- Students may or may not be allowed to use technology within the assessment. This will be outlined by the teaching staff before the assessment period.
- Students will be provided with feedback on their results within 14 days of the assessment and the delivery of that feedback will be in the form of which the teaching staff decides.

#### Special provisions, examinations arrangements and extensions.

#### **If students require special provisions, examinations arrangements and extensions due to extenuating circumstances:**

- Those students will still need to demonstrate their achievements fairly in meeting the development of skills of the school- based assessment.
- Those students may require extra assistance if they are affected by an acute or chronic illness, factors relating to personal circumstances and or an impairment, disability or learning disorder.
- Those students may be provided learning supports that are appropriate, fair and reasonable.
- Those students should be provided equivalent, alternate arrangements but not receive an advantage of any kind over any other student.
- Application for special provisions, examination arrangements and extensions should be arranged BEFORE the assessment period.

#### **Special provisions strategies for learning and assessment can include – but are not limited to:**

- Rest breaks.
- Setting substitute tasks
- Extra time
- Extensions on the task
- Using technology
- Completion of tasks in a separate room
- Clarifiers
- Scribes

#### Feedback:

**After work is submitted, marked, and moderated, teachers must provide feedback to the students.**

#### **Students will receive:**

- Feedback within 14 days of assessment.
- Advice on where and how improvements can be made.
- Areas for further learning.
- Reporting on: scores, 'S' or 'N' decisions, comments on students performances against each component.
- Discretion and confidentiality of results.

## ATTENDANCE:

It is a priority at Western Port Secondary College. We value students attendance as we believe that students need to be in classes in order to obtain the necessary skills and knowledge to become active participants in society. We require students to maintain an average of 90% or above attendance in order to satisfy the learning for each unit.

Learning at Western Port Secondary College is sequential and therefore having students in classes as often as possible is imperative. Teachers will collect data on student attendance by marking the roll at the beginning of each and every session. Teachers need to be able to demonstrate that students have been exposed to the guaranteed and viable curriculum that they have delivered across the course of the unit.

Students will also need to complete the necessary homework requirements that accompany each subject, to demonstrate their understandings on the skills and knowledge being taught.

### **Western Port Secondary College sets minimum class time and attendance rules:**

- The minimum attendance requirement is 90%.
- The 90% attendance requirement is set so teachers can verify the work submitted for Summative Assessment Tasks can confidently be marked with an 'S'
- If a student drops below the 90% attendance rate, the student and their Parent/ Carer will be required to attend an SSG meeting with the Coordinators and Learning Level Leaders to establish an 'attendance plan' moving forward.

### School Absences:

#### **School absences can fall into two categories:**

- Approved
- Unapproved

Approved	Unapproved
<ul style="list-style-type: none"><li>• Absence supported by medical certificate (documentation)</li><li>• School approved incursions or excursions including interschool sports.</li><li>• Funerals – Parent must provide note/ phone call/ email to coordinator.</li><li>• State/ National representation in out of school activities – documentation required.</li><li>• Work experience/ other structured workplace learning.</li></ul>	<ul style="list-style-type: none"><li>• Unexplained absence from school.</li><li>• Absence with parent or guardian phone call but no accompanying medical documentation.</li><li>• Missing school bus/ sleeping in.</li><li>• Disagreement with family / friend/ partner</li><li>• Lateness</li><li>• Casual or part time work</li><li>• Family holiday without approved learning plan.</li><li>• Personal issues that haven't been pre-discussed with Year Level Teams.</li><li>• Family commitments</li><li>• Preparation for tests or catching up on school work.</li><li>• Supporting an upset friend or timetable mix ups, without coordinator approval.</li></ul>
<ul style="list-style-type: none"><li>• All documentation supporting an approved absence should be handed into the 'attendance officer' of the Junior School on return to school.</li><li>• The attendance officer can be found in the community meeting room before school, during homegroup and period one. At all other times, they can be found in the Junior School Hub.</li></ul>	

Students' responsibility in regards to attendance:

**Students are responsible for understanding the importance of attendance and making sure they monitor their own attendance percentages.**

- Students monitor their own attendance statistics via Compass, which is updated when a student has both approved or unapproved absences.
- Attend SSG Meetings with ideas and solutions for absence issues if their attendance falls below 90%
- Organise medical certificates on the day of absence and bring them to school upon return date. Make sure the Attendance Officer is handed the medical certificate for the school's records.

*Please sign and return to your Year Level Leaders before the commencement of 2023.*

**Student Agreement.**

I \_\_\_\_\_ (Student full name) have read and understood the Junior School Assessment and Attendance Policy and I am in full agreement.

I will adhere to the requirements outlined in this policy and understand the actions if I do not uphold them. My passing of Year 7, 8 or 9 is dependent on me meeting the regulations set by Western Port Secondary College and the VCAA.

Signature of student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/ Carer \_\_\_\_\_ Date: \_\_\_\_\_