

Assessment Policy

Scotch College has adopted this policy for the assessment of Senior School work.

At the beginning of the year all students will receive assessment guidelines for each subject outlining the following:

- The details of the course assessment structure
- The type of assessments that will be used
- The timing and nature of each assessment
- The work that will be covered by each assessment

At various times during the year, students will receive information about their progress.

At the end of each semester, Year 8 to 10 students will receive an IBMYP 1-7 grade for each subject studied.

Year 11 to 12 students will receive a grade or level for each subject studied - provided the course and the assessment items for that course have been completed. A student may confirm with the Curriculum Leader for each of his subjects that results for assessment items have been entered correctly.

A student may ask for a review of his results to determine whether:

- the assessment procedures conform with the Curriculum Council guidelines;
- the assessment procedures conform with the Scotch College assessment policy;
- there are any procedural or computational errors.

A review must be requested within five School days of issue of results. In a review, work will not be remarked.

Absence from Tests and Examinations

A student who knows that he is going to be absent has the responsibility to inform his class teacher well in advance, so that suitable arrangements can be made.

Students who miss a test or examination without giving prior notification will be given zero. This result may be amended if documentation outlining the appropriate medical / misadventure circumstances is provided and special consideration is granted. The result is determined as an estimate or by sitting a supplementary test or exam.

Failure to submit Assignments/Projects/Fieldwork

If a student fails to submit work on time, without a valid reason, parents and the House Head will be notified. Failure to submit work in Year 11 and 12 could result in a U (Unfinished) for the course.

Students who are absent when work is due must submit the work on return to School or as soon thereafter as possible. A student may gain an extension of time without penalty provided a valid reason is given in advance of the due date. A note or medical certificate may be required in appropriate cases.

If an assignment is due on the day of a School excursion or camp or a pre-arranged absence, it should be submitted before the student leaves.

Computer failure may not be taken as a valid reason for the late submission of an assignment.

Cheating

If cheating in an examination or test is established, then a zero will be given for the whole paper. The parents of the student will be advised by the Headmaster. A student who willingly allows another student access to his work will also score zero.

Plagiarism

A student's work will not be accepted if it is clear that it contains a significant amount of unacknowledged material that is not his own. The student's parents and House Head will be advised.

Plagiarism Defined

Students at Scotch College are explicitly taught how to acknowledge their sources of information.

Submitting an assignment that has been copied from a book, article, CD-ROM or the internet or from another student without permission or acknowledgment is called plagiarism.

It is unethical and unacceptable for a student to engage in any of the following actions:

- submit an essay written in whole or part by another student as if it were his own
- download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source or obtaining permission to use it
- restate a phrase verbatim (word for word) from another writer without acknowledging the source
- paraphrase part of another writer's work without acknowledging the source with a citation, footnote or endnote
- reproduce the substance of another writer's ideas without acknowledging the source
- cheat on tests or quizzes through the use of hidden notes, viewing another student's paper, revealing the answers on his own paper to another student, through verbal communication, sign language, or other means of storing and communicating information, including electronic devices, recording devices, mobile phones, headsets and laptops
- copy another student's homework and submit the work as if it were his own
- have another person, for example a tutor or parent, do parts or all of his assignment

Cheating comes in many different forms and the list above is not exhaustive.

Plagiarism detection and prevention

There are a number of methods for determining if plagiarism has occurred. These include:

Searching for the occurrence of specific sentences or unusual phrases contained within a suspect assignment using Internet search engines

Searching Library full text databases for text taken directly from a journal article

Searching research papers available for purchase via "paper mills"

Checking students work using plagiarism detection software, such as Turnitin. Turnitin allows students to review their work and provides teachers and students with a tool for checking the integrity of work submitted.

Any work submitted by a student may be checked for plagiarism, including through an electronic system, and be held in the database for future matching purposes and protection of his work against copying by others.

Course Change

The Curriculum Council Syllabus Manual for Year 11 & 12 subjects 2007 states that students who have missed assessments because of transfer from one school to another, or because of commencing a subject late in the school year (in exceptional and justifiable circumstances), will be provided with an opportunity to demonstrate achievement of subject outcomes or objectives. This must provide sufficient information for teachers to estimate the position in relation to other students at the time of assigning final grades or levels and in the case of some Year 12 TEE subjects, numerical assessment. Such students will not be expected to complete all missed assessment tasks. They will however be informed of the work they have missed.

With the exception of special cases, Scotch College will not accept changes of courses after Term 1.

Examination Instructions

Scotch College will follow the examination rules used by the Curriculum Council for the TEE. These are given in the Year 12 Curriculum Council handbook and will be supplied separately to Year 11 students.

Breaches of these rules and/or instructions will incur severe penalties.