

## ONLINE ASSESSMENT POLICY

### 1. Introduction

All Secondary College of Languages (SCL) assessments are governed by the SCL 2021 HSC Assessment Policy. This policy update relates to assessments that are scheduled using an online delivery method. All students must ensure that they have read and fully understand this policy before sitting the online assessment. They include the following matters related to the conduct of assessments.

### 2. Assessment dates and times

The assessment schedule is updated and distributed to all students. They must be viewed to ensure accuracy and clarity.

- Assessment times are scheduled using AEST (Sydney)
- Assessment papers will be released via a link on live video.
- Every effort is made by the College to prevent timetable clashes, and these rarely occur. If clashes are identified, the student must notify the Teacher/ Campus Supervisor at the earliest possible opportunity no later than one week after the timetable is published.
- Students will be expected to start the assessment on time
- Students are responsible for checking the dates and times of their assessment and are advised to check their schedule immediately before the assessment date for any possible changes.
- Students who start assessments late are expected to still sit the assessment within the remaining time. Immediately after the assessment, students must provide a reason via email to the Campus Supervisor/Teacher and complete the appropriate misadventure documentation if applicable.

### 3. Assessment attendance

Students must present themselves for the Online Assessment if they have been advised of the link and other details via their DoE email.

#### 4. Admission to the online assessment

Students must ensure they are accessing their online assessment at the earliest reasonable time slot relative to their start time zone

Students should access their online assessment through the Online Assessment link on the Zoom chat.

Students must review the detail provided to them on the initial page to ensure they are aware of the timings allocated to them.

Students must follow all instructions as they complete the assessment.

#### 5. Beginning the Assessment

The assessment downloads will commence when the student clicks on the Assessment link.

Students will be allocated time for downloading, saving and printing (if possible) the paper along with any additional materials the College has outlined in the instructions to assist with the assessment sitting.

Students may not begin writing their response until they are instructed to by the supervisor

Students are reminded to be aware of the time allocated for their assessments and to be aware of the time throughout the assessment

#### 6. Completion of Assessment

Students must answer their Assessment questions in accordance with the instructions on the front of the Assessment paper.

Students are required to complete their responses on lined paper in black ink.

For assessments where students are required to complete using multiple pages:

- Students must ensure their name and page number are on each submission page, ideally written on the top of each page.
- Students must ensure their submission has the correct page numbering

At the end of the assessment duration, there is a separate time allocation for the collation and upload of the assessment submission in a single file.

The student must email one file to the teacher and follow all instructions for submission. The student must save a copy of the file emailed on their devices. You may be asked to resubmit the EXACT file if there is an issue with downloading your file.

Where students email their submission after the end of the specified time, they must provide further information for the reason of their late submission in the submission email.

Failure to provide an acceptable explanation for the late submission of the assessment task will result in the student's assessment submission attracting a mark of zero.

Students can upload a document multiple times during the allocated time for collation and upload.

Once submitted, students must indicate that their email has been sent, a read receipt has been requested by typing in 'submitted' in the chat.

All documents emailed at the end of the collation period will be submitted for marking.

Should students have issues due to technical problems and/or because the student has gone past their maximum amount of time available for emailing a document, then the assessment submission needs to be emailed as a file attachment to the teacher's email address as soon as possible.

- Students should use their Department of Education email account and have their name and Assessment name in the subject line.
- Students must specify the reason for the submission being emailed to the Campus email

## 7. Absence from Assessment

The students must report absence from an assessment due to illness or other circumstances as per the process outlined the 2021 SCL Assessment Policy.

If a student has missed an assessment for whatever reason, the above guideline also applies.

## 8. Conduct during the Assessment

Students are required to comply with all instructions outlined to them.

Any student who believes that an error has been made in the content of an assessment question should report this after their assessment sitting to Campus Supervisor. The concern will be noted and reported to the teacher setting the paper; however, no amendments or clarifications may be made during the assessment and students are instructed to complete the assessment question as far as they are able with the information provided.

Communication about the assessment task between students before or during the administering of the task is not allowed and penalties may be incurred at the discretion of the College Principal.

## 9. Academic misconduct

Students must ensure that they are familiar with the contents of the SCL Assessment policy regarding malpractice.

Academic misconduct/Malpractice in assessment or class tests can include (but is not restricted to) the following prohibited activities:

- copying or paraphrasing text or material from other sources and present this as one's own work;
- impersonation or attempted impersonation of a student;
- co-operating /communicating with any other person when completing the assessment, this must be entirely the student's own work;
- unauthorised and undeclared acquisition or dissemination of assessment questions or related material prior to or after an assessment;
- failure to follow the rules for an assessment, in a way that might result in gaining of an academic advantage
- assessment answers should be entirely the student's own work.

Consequences of malpractice or cheating in HSC assessment tasks:

Cheating will result in a zero mark for the assessment task involved. Any student proved to have given or received information on the content of an assessment task will be awarded zero marks, and be issued with a Warning Letter and may place the award of an HSC in jeopardy.

## 10. Concerns about the Assessment

Any student who has legitimate concerns regarding their performance on online assessment due to disadvantage may complete a Request for Consideration form. The Assessment Review Panel will consider legitimate concerns (supported by a personal statement and supporting evidence if available). The student must however, complete the tasks set in the time allocated.

## 11. Disability Provisions

Students who have a disability and/or medical condition and who may require special assessment arrangements must inform their teacher and Campus executive as soon as possible.

Failure to inform your teacher/ Campus Executive within a reasonable time may result in the College being unable to provide the student with special assessment arrangements.

Students with approved additional writing time will have this time added to their assessment duration.

Students with approved rest breaks please note:

- For an assessment of under 1 hour, you may only access one rest break of 5 minutes.
- For an assessment of 1 hour, you may access 2 rest breaks of 5 minute duration each.

If you take a rest break, you **MUST** turn your writing paper over, put your pen down and **REMAIN** in the view of the camera at **ALL** times.

Students with readers/ writers as an approved provision **MUST** confirm arrangements with the Campus Supervisor before the assessment. Please refer to the NESAs rules regarding language examinations.

Students with other provisions granted may be provided suitable and appropriate accommodations and/or adjustments by SCL to ensure accessibility as far as possible.

Students should confirm the provision of accommodations and adjustments with their Campus Supervisors **BEFORE** the assessment.