



Geraldton Senior High School

Senior School Assessment Policy

1. Documentation & Resources

At the start of every course, you must be provided with:

- The School's Assessment Policy
- The Course Syllabus
- The Course Outline
- The Assessment Outline (listing all tasks, weightings, and due dates)

All documents are available on **Connect**. It is your responsibility to check Connect regularly for updates and resources.

2. Your Responsibilities


To successfully complete your Senior School studies, you must:

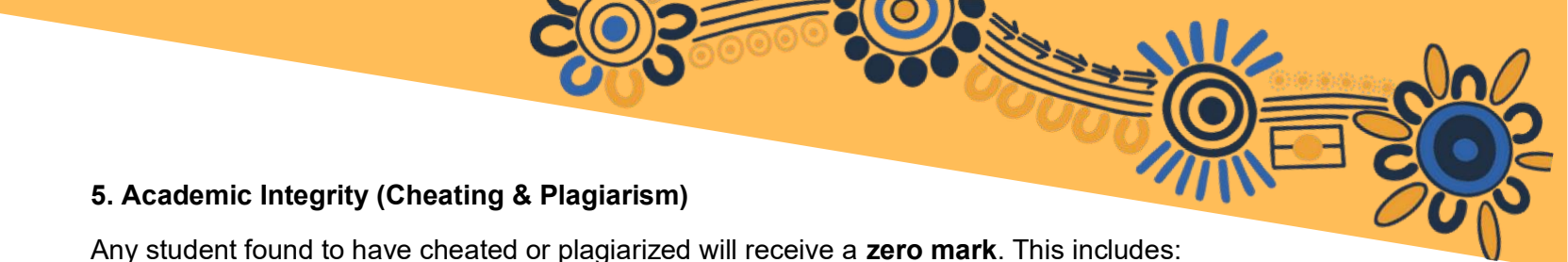
- **Complete all work requirements** by the set due date.
- **Maintain high attendance:** If you miss **5 or more periods** in a course per term, you are "at risk" of failing to meet requirements.
- **Keep your work:** You **must** keep all marked assessment tasks until **March of the following year**. SCSA may audit your work; if you cannot produce it, your grades cannot be validated.
- **Initiate contact:** If you are absent or need an extension, **you** must contact your teacher.

3. Absences and Missed Assessments

- **General Absences:** If you miss a scheduled assessment (like a test), you must provide a satisfactory explanation to Student Services. Failure to do so will result in a **zero mark**.
- **Examinations:** If you miss an exam, you must submit a **Sickness/Misadventure Form** within three days. Exams will not be rescheduled.
- **Family Holidays:** The school policy and SCSA guidelines state that family holidays are **not** an exceptional circumstance. If you go on holiday during assessment periods, you risk receiving a zero for missed tasks.
- **Excursions:** If you are on an approved school excursion, you must negotiate a time to complete the missed assessments with your teacher *before* the event.

4. Late Submission and Extensions

- **General Courses:** Late work may be accepted at the teacher's discretion to meet "completion requirements" (to pass the unit), but marks may be affected.
 - **Extensions:** If you have exceptional circumstances (illness or personal issues), apply for an extension **before** the due date.
 - **Special Needs:** If you have recognized special needs, ensure you have discussed appropriate assessment arrangements with the Deputy Principal.
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5. Academic Integrity (Cheating & Plagiarism)

Any student found to have cheated or plagiarized will receive a **zero mark**. This includes:

- Submitting work written by someone else (tutors, parents, or other students).
- **Using Artificial Intelligence (AI)** to generate or assist in work.
- Downloading internet content without proper acknowledgment.
- Discussing the contents of a test with students in other classes who haven't yet completed the assessment (collusion).

6. Examination Rules & Penalties (ATAR & EST)

All Year 12 General students must complete the **Externally Set Task (EST)**. For ATAR examinations, strict rules apply:

Breach	Penalty
Collusion (working with others)	Cancellation of marks for all involved.
Unauthorised Materials (notes, etc.)	Cancellation of part or all of the marks.
Mobile Tech/Smart Watches	Cancellation of all or part of the exam mark.
Bad Behaviour/Failure to follow instructions	Removal from the room or loss of marks.
Removing Exam Materials	Cancellation of marks and police report (for WACE exams).

