



## TLSC TUMBI UMBI CAMPUS YEARS 7 – 10 (AND SCHOOL CERTIFICATE) MONITORING POLICY

**Rationale:** TLSC Tumby Umbi Campus operates as a middle years site within a collegiate and learning community and enacts Board of Studies and DET policy within Campus Procedures

**Purpose of the Policy:** Explain site specific procedures for School Certificate monitoring and the years leading up to the School Certificate

**Site Specific Procedures:** This campus ensures that Board of Studies and DET Policy are interpreted and enacted to compliance with Board of Studies, DET Policy and Campus Procedures.

The following procedures provide evidence of compliance with Board of Studies and DET Policies

### Assessment Policy

- The campus has Stage 4 and Stage 5 Assessment Policies
- Stage 5 Assessment Policy contains the Assessment Schedule for Year 10. Records of receipt of that policy are kept by the relevant Deputy Principal
- Assessment Policies for Years 7 – 9 contain the Scope and Sequence for each subject along with an overview of how the report learning areas link to the scope and sequence and how they will be assessed. This can be accessed on the campus website under Our Faculties and each year group
- This policy is available on the campus website

### Types of Assessment

Assessment takes many forms. It is carried out to inform students and parents of a child's progress and to allow teachers to plan for further teaching of particular areas. Assessment falls into two types

- *Assessment for learning* where the information informs the teacher of what needs to be taught again or next to students to continue their progress. Information from this type of assessment can appear on reports however, it usually informs the pupil profile section of the report
- *Assessment of learning* where the information is used to inform the student and parents of a child's progress and achievement. Reports are largely based on this type of assessment. Assessment used to inform parents and students of progress are called *formal assessment tasks* for the purposes of this monitoring policy

### Assessment Tasks

- All formal assessment tasks and marking guidelines are aligned to syllabus outcomes, programs and reporting
- Notifications for formal assessment tasks are distributed at least two weeks before the task is due. This allows at least two weeks for the task to be either completed or preparation undertaken in the case of in-class tasks
- Notifications for formal assessment tasks are printed on the campus pro-forma which mirrors those used in Stage 6
- In Year 10 formal assessment task notifications are signed for by students on a class roll. That receipt is kept as part of each teacher's teaching and learning folder (equivalent to HSC monitoring folder)
- In Years 7 – 9 assessment task notifications are annotated at the bottom of the class roll for the day the task was distributed by the class teacher
- Where a student is absent on the day notification of the task is distributed, the teacher writes the student's name and class on the task sheet, takes it to our front office where it is then posted home to parents along with a pro-forma letter from STAR printed off by the front office and signed off by the Principal or Deputy Principal if Principal is unavailable.

### Alternate Tasks

- On advice from the Learning Support Faculty and the Support Faculty, adjustments can and are made to tasks for students undertaking a Life Skills pattern of study
- Adjustments can and are made for students who due to extenuating circumstances cannot complete the set task. This is cleared by the Head Teacher and Principal

### Submission and Return of Tasks

- Every student is expected to submit every assessment task even if the grade recorded is a 0
- N Warning afternoons occur each week for students in Year 10
- No Year 10 student represents the campus if they have an outstanding N Warning
- No Year 10 assessment tasks are handed back to students until all N Warnings for that task are posted home
- In Years 7 – 9 where a student does not hand in a task on the due date, the teacher will send home a proforma letter from STAR informing the parent that the child has not handed the task in and to get a grade for the task, the student must hand the task in within 2 school weeks of the original submission date
- Verbal feedback can and does occur for students in the way of an overview of performance