Academic Assessment, Support and Course Progress Policy

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Contents

1. Purpose

1.1. The purpose of this policy is to ensure consistent and equitable procedures for assessing student achievement, providing support for their educational needs, and monitoring course progress. It outlines the principles, responsibilities, and guidelines for both students and staff regarding academic assessments and course progress.

2. Application

2.1. This policy applies to all AngliSchools International students.

3. Definitions

Academic Assessment: The process of evaluating a student's performance and learning progress through various assignments, tests, and examinations.

Academic Misconduct: Actions such as cheating, collusion, and plagiarism, which undermine the integrity of academic assessments.

Intervention Strategies: Support and actions aimed at assisting students who are not making satisfactory progress.

PCG Teacher: Pastoral Care Group Teacher.

PRISM: Provider Registration and International Students Management System.

ESOS Act: Education Services for Overseas Students Act 2000.

4. Responsibilities

4.1. Teacher Responsibilities

It is the responsibility of teachers to:

- develop a teaching/learning program that adheres to current School Curriculum and Standards Authority guidelines and meets accepted educational requirements;
- provide all students with a course outline and an assessment schedule at the commencement of the course;
- explain to students what constitutes “satisfactory progress” in the subject/course;
- ensure that assessments are fair, valid and reliable;
- maintain accurate records of students’ assessment marks;
- meet School and external timeframes for assessment feedback and reporting;
- regularly inform students and parents of academic progress or lack of it; and
- provide intervention strategies where necessary to avoid non-satisfactory progress by any student.

4.2. Student Responsibilities

It is each student’s responsibility to:

- complete the prescribed work requirements in each course by the due date;
- maintain a folio of evidence for each course studied and to make it available whenever it is required;
- initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment before the due date of submission, where possible;

- maintain a good record of attendance, conduct and progress; and
- complete all assessment tasks described in the assessment schedule.

5. Principles

5.1. Prior to commencing, students must be advised of visa implications regarding not meeting the course progress or attendance requirements.

5.2. Student attendance and course progress must be monitored.

5.3. Support must be provided for students at risk of not meeting the course progress or attendance requirements.

5.4. The duration of a course can only be extended in certain circumstances.

5.5. Students must be advised of visa implications if extending their course duration.

6. Procedures

6.1. Scheduled Assessment Tasks

Absence from a scheduled assessment task (including tests and examinations) can only be explained by a medical certificate. A letter or telephone call from parent *may* be acceptable ***in exceptional circumstances only.***

Where possible, satisfactory explanation of the absence will enable the student to complete that assessment task, or a similar task, and gain credit. Where possible, advance notification of absence is required. In cases where a student is unable to attend school to complete a scheduled assessment task, and where appropriate supervision can be provided and assured, the student ***may*** be given permission to complete that task in an alternative venue. In this case, ***the student will be expected to sit the assessment at the earliest possible opportunity,*** but a mark will not be allocated until a note/medical certificate is presented.

When a planned absence is due to a School commitment *(sport, drama, excursion on the school calendar, etc.)*, the student must negotiate an extension to a due date or a rescheduling of a scheduled assessment, ***in advance,*** with the appropriate Head of Department or Academic Coordinator. If the extension/rescheduling is granted, ***the student is then responsible*** for informing his/her classroom teachers and PCG teacher ***in writing*** of their expected absence.

In cases where there is **no satisfactory explanation** of an absence from a scheduled assessment task, the student may receive a reduced mark or no mark if the assessment is taken later than the other students. The student and parent/guardian will be informed, and the school will use its discretion in determining the appropriate strategy to address the issue.

6.2. Prolonged Absence

Where a student is unable to attend school for a lengthy period due to injury or illness, the School will do its best to provide support to the student's learning program.

6.3. Changing a Course

Generally, changing courses after the first three weeks of any term places the student at risk of not being in a position of completing the full course requirements. The School will only consider a course change in exceptional circumstances, if it is feasible, and the changes must have parental support. Course changes must be discussed with the Head of Department/Academic Coordinator.

Where a student joins the School during a school year, credit for the completion of work done at the same course level will be given if the student and/or previous school is able to provide appropriate evidence of such.

6.4. **Penalties for Non-Submission/Non-Completion of Assessments**

It is a student's responsibility to submit/undertake set assessments by the published deadline. A course/assessment overview, including deadlines for submission, is provided to each student at the commencement of the course. Due dates are clearly outlined and strictly implemented. If an adjustment to a deadline is necessary, it will be made in close consultation with all students and clearly publicised.

The student's parents/carers, the PCG teacher, the Director of AngliSchools International will be notified in each case where work is late or a student does not submit an assessment on the specified date, thereby establishing concern for the student's progress.

Marks will be allocated to a piece of work according to the Grade Descriptors defined by the School or a similar assessment rubric, where available.

Work submitted after the due date and/or time may incur penalties.

6.5. **Extensions**

Extensions may be granted at the discretion of a teacher in cases of illness or extenuating/compassionate circumstances. If a student does not apply for, or receive, an extension then the consequences will be the same as for missed work when there is no satisfactory explanation of an absence.

6.6. **Non-Completion/Submission Consequences**

Where a student repeatedly fails to submit/attend assessments on/by the specified date and/or time, more severe consequences will apply. These will be determined on a case-by-case basis by the Head of Department and Director of AngliSchools International.

6.7. **Cheating, Collusion and Plagiarism**

Students who are found to have cheated, colluded or plagiarised any assessed work, including examinations, will not have that work accepted as valid evidence of their achievement and will receive 0%. At the discretion of the Principal/Deputy Principal and/or Director of AngliSchools International, in consultation with the Head of Department and/or Academic Coordinator, an alternate assessment ***may*** be given within a limited time frame which the student will complete under supervision outside school hours *(e.g., at after-school study session).*

[Collusion is when a student submits work for assessment that is not his or her own (with or without the knowledge of the person(s) from whom they have copied). Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so *(work that is essentially copied)].*

6.8. **Examinations**

Students must attend all scheduled examinations. In exceptional circumstances, special alternative arrangements may be negotiated through the Principal and/or Director of AngliSchools International prior to the examination date. Participating in a family holiday is not considered to be an exceptional circumstance.

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringement will result in an appropriate penalty.

6.9. **Students Requiring Special Consideration**

The School will ensure that students with special educational needs are catered for in an appropriate way and in accordance with guidelines. Cases requiring special consideration need to be coordinated through the Principal, the Director of AngliSchools International and School Curriculum and Standards Authority.

6.10. **Feedback and Reporting**

Students will be kept informed of their progress throughout their studies. Teachers will assess completed tasks and provide feedback to the student within a reasonable timeframe (usually within one to two school weeks, unless special circumstances apply).

Parents will be informed about a student's progress regularly throughout the academic year through communication with the subject teachers, written reports, scheduled meetings (where appropriate) and via welfare and progress reporting.

Students and parents/carers will be informed when a student is identified as being at risk of:

- not achieving their potential;
- possibly not achieving a passing grade; and/or
- not completing the course requirements.

Students, who are so identified, will be advised on intervention strategies that will assist them in minimising, or eliminating, their risk of non-achievement.

Unsatisfactory course progress can be reported in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed, and the decision or recommendation supports the registered provider, or
- the international student has chosen not to access the internal complaints and appeals process within the 20-working day period, or
- the international student has chosen not to access the external complaints and appeals process, or
- the international student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

Version control

Version	Date	Summary of Changes
1	Aug-25	New Policy
1a	Jan-26	Periodic review