

Landsdale Christian School Academic Policy

Rationale

At Landsdale Christian School, learning forms the cornerstone of our educational experience. Guided by Christian values, we emphasise the spiritual, physical, social, and academic development of all students. This academic policy aims to provide clear guidelines and foster an environment where students can thrive while equipping them with essential lifelong skills.

Assessments

Course Outlines and Task Scheduling

Each subject will provide a course outline at the beginning of the term or semester, detailing the assessment tasks, their timing, and learning outcomes. Teachers have the discretion to adjust due dates to enhance the learning process. Assignments must be submitted via SEQTA unless stated otherwise.

Types of Assessments

1. **In-Class Assessments:** Includes tests, quizzes, validation essays, and projects conducted during scheduled lessons.
2. **Out-of-Class Assessments:** Includes assignments, research essays, and research projects completed independently.
3. **Practical Assessments:** Includes hands-on or skill-based tasks in areas such as Art, Physical Education, and Technologies.

Weighting and Criteria

Each task's requirements and assessment criteria will be explicitly stated. Teachers will ensure assessments are fair, valid, and aligned with the curriculum's learning outcomes.

Extensions and Exemptions

Effective Drafting and Task Completion

To support students in meeting assessment deadlines and improving the quality of submissions, the following strategies will be implemented:

Drafting Protocols

- **Draft Submissions:** Students are required to submit drafts for major assessment tasks. The timeline for draft submissions will be determined by the teacher and communicated to students as part of the assessment instructions.
- **Validation of Work:** Teachers may conduct interviews to verify student understanding and authorship of drafts and final submissions. Validation assessments, such as brief quizzes or supervised tasks, may also be used.

Academic Detentions for Incomplete Work

- If a student has not completed a draft before the due date, they may be issued an academic detention to work on their assessment. This aims to provide structured time and support to meet deadlines.
- Detentions will focus on ensuring students submit unique and original work aligned with task requirements.

Application for Extensions

Extensions must be requested at least three school days before the due date. The request form, signed by a parent/guardian, must outline valid reasons, such as:

- Illness or injury (supported by a medical certificate within 24 hours of application, at the teacher's request).
- Family crisis or trauma (supported by a parent's/guardian's written statement).

- Other unforeseen hardships (subject to teacher and Head of Secondary approval).

Exemptions

Exemptions may be granted in exceptional circumstances and will be evaluated on a case-by-case basis. If approved, the student's grade will be calculated based on other completed tasks.

Late Assessments

Penalties for Late Submissions

Late submissions incur a daily 10% penalty, capped at 50%. Work submitted five days or more past the deadline will only be eligible for a maximum grade equivalent to a D (50%). Submissions after the specified negotiated time (e.g., 5 PM) are considered late.

Academic Suspension

On the sixth day of an overdue assessment, the student will receive academic suspension and will be withdrawn from regular scheduled classes to complete the overdue assessment. Failure to comply within two days of suspension will result in a parental meeting.

Practical and Group Assessments

For practical or group tasks, missed deadlines will require the student to complete the work during breaks or after school. Written sections of practical assessments adhere to the standard late submission policy.

Special Considerations

Adjustments for Students with Disabilities

Students with documented special needs may receive modifications such as extra time, alternative tasks, or special equipment, as per the School Curriculum and Standards Authority (SCSA) Disability Adjustment Guidelines.

Modified Assessment Outlines

Where necessary, the assessment outline may be adapted to accommodate individual needs, including cultural or religious considerations.

Academic Integrity

Definition of Cheating, Collusion, and Plagiarism

- **Cheating:** Engaging in any dishonest act to gain an unfair advantage in an assessment. Examples include copying another student's work, using unauthorised materials during an exam, or seeking assistance during a task that is meant to be completed independently.
- **Collusion:** Unauthorised collaboration between students to produce work presented as individual effort. Examples include sharing answers or working together on tasks meant to be completed independently.
- **Plagiarism:** Presenting another person's work, ideas, or creations as one's own without proper acknowledgment. This includes:
 - Copying or downloading content from the internet, including responses generated by artificial intelligence applications, without citing the source.
 - Submitting work prepared or substantially contributed to by another person, such as a teacher, tutor, or peer.
 - Paraphrasing or summarising someone else's work without crediting the source.

Procedures

- **Investigation:** Teachers suspecting a breach will report it to their Head of Department, a Dean or the Head of Secondary.
- If plagiarism is identified, the student and parent/guardian will be informed. Students will be given the opportunity to respond. This may include:
 - An opportunity to redact plagiarised content and resubmit their task.
 - The resubmitted sections will be marked according to the rubric, while plagiarised content will result in deductions as per the Academic Integrity policy.
- LCS reserves the right to arrive at the final decision of the investigation, based on the balance of probabilities and all evidence provided.

Consequences

All breaches of academic integrity will be recorded on SEQTA and monitored by the student's Dean, Head of Secondary, or Principal.

1. First Offense:

- A **50% deduction** from the task's grade.
- Notification of parents/guardians.

2. Second Offense:

- A **mark of 0%** for the task.
- Academic suspension.
- A formal meeting with the Head of Secondary, teacher, and parents/guardians.

3. Third Offense:

- A meeting with the Principal, Head of Secondary, and parents/guardians to discuss the student's enrolment status at the school.

Examinations

Attendance and Conduct

Examinations require punctual attendance and adherence to strict conduct rules to maintain fairness and integrity. Students must:

- Arrive on time. Late arrivals will result in reduced working time but no penalty to the score.
- Avoid bringing unauthorised materials or devices into the examination room. Possession of such items may result in a score of 0% for the exam.

Examination Timetable and Rules

The examination timetable is provided to students prior to the commencement of the examination period. The following rules are based on the standards set by the Authority:

1. Admission and Exit Rules:

- Students will not be admitted into the examination room after 30 minutes from the start of the working time of the examination.
- Students are not permitted to leave the examination room during:
 - The first hour of the working time.
 - The final 15 minutes of the examination.

2. Collusion and Misconduct:

- Collusion between students will result in the cancellation of the practical and/or written examination marks for all students involved.
- Possession or prior knowledge of examination questions will result in the cancellation of practical and/or written examination marks.

3. Materials and Technology:

- Possession of unauthorised materials or technologies (e.g., notes, calculators not approved, mobile phones) during the examination will result in the cancellation of part or all of the examination marks.
- Markings or annotations on authorised materials used during the examination will lead to the cancellation of part or all of the practical and/or written examination marks.

4. Removal of Examination Materials:

- Unauthorised removal of examination materials from the examination room will result in the cancellation of part or all of the practical and/or written examination marks.

5. Behavioural Expectations:

- Blatant disregard for examination room regulations or instructions may result in the immediate removal of the student from the examination room, with possible cancellation of their marks.

Alternate Examination Arrangements

Students unable to attend an examination due to exceptional circumstances must submit a written request for rescheduling to the Head of Secondary.

Approved reasons include:

- Illness (with a medical certificate).
- Bereavement or other significant personal events.
- Other unforeseen and valid circumstances (as determined by the school administration).

Note: Family vacations are not considered valid reasons for alternate examination arrangements.

Year 12 General and Foundation Course Externally Set Task (EST)

All students enrolled in a Year 12 General or Foundation course must complete an **Externally Set Task (EST)** as part of their assessment.

Key Points:

- The EST is a 50-minute written assessment developed by the Authority and focuses on content from Unit 3.
- It carries a weighting of 15% of the final mark for the pair of units and is included in the assessment outline for the course.
- Students complete the EST in accordance with Authority regulations.

Missed EST Policy:

- Students who miss the EST on the scheduled day must complete it under test conditions at the earliest available opportunity, typically within two days of returning to school.
- If the delay extends beyond the date required for submission to the Authority, the school will assess whether the reason for non-completion is acceptable.

Acceptable and Unacceptable Reasons:

- If deemed acceptable, an alternate task may be provided if the original task's confidentiality cannot be maintained.

If deemed unacceptable, the student will receive a mark of zero for the EST.

Reporting and Feedback

Progress and Reports

Students will receive timely feedback on their performance. Teachers will:

- Return marked assessed tasks within two weeks of submission.
- Provide regular updates to parents regarding academic progress, primarily in the form of personalised assessment feedback through SEQTA engage.

Formal reports will be issued at the end of each semester, summarising grades, attendance, and student performance.

Appeals and Reviews

Students or parents may request a review of marks if they believe errors occurred in:

- Assessment procedures.
- Grade assignment.
- Interpretation of relevant achievement standards.

Unresolved issues may be escalated to the School Curriculum and Standards Authority.

Attendance and Transfer Policies

Regular attendance is essential for academic success. Students are considered "at risk" if their attendance falls below 90% without a suitable written explanation, as outlined in the Truancy Policy. Therefore, missing five or more lessons per term may negatively impact a student's performance and engagement.

Teachers are responsible for maintaining accurate attendance records and notifying parents promptly if attendance issues arise. If a student's attendance affects their performance, the following steps will be taken:

1. Initial Notification: A staff member will inform parents about the impact of absences on academic outcomes.

2. Attendance Improvement Plan: If attendance issues persist, a meeting will be arranged between the parents, the teacher, and the Principal or Head of Secondary to create an Attendance Improvement Plan.
3. Escalation: Continued irregular attendance may result in further action, such as a formal letter of concern or notification to regional authorities for truancy intervention.

These procedures aim to support students in maintaining consistent attendance and achieving their full academic potential.

Transfers Between Courses

Course changes, excluding practical subjects, are allowed within the first month of the semester. Changes to practical subject courses must be made within the first two weeks of the semester. Late transfers require prior approval and the development of an individualised plan to ensure the student meets course requirements.

External Transfers

When a student transfers from another school, ensuring a seamless academic transition is essential. The following guidelines apply:

1. Year 11 Transfers:

- A Year 11 student transferring into the same course must provide the school with evidence of all completed assessment tasks from their previous school.
- This evidence will be used to determine additional content and assessment tasks the student must complete to receive a grade and mark for the pair of units.
- If the transfer occurs mid-year, the previous school should provide the Authority with a grade and mark for the unit already completed. The student will then be enrolled in a single unit for Semester 2 at Landsdale Christian School.

2. New Courses Upon Transfer:

- If a transferring student did not study the course at their previous school, they will only be enrolled in a single unit for Semester 2.

3. Year 12 Transfers:

- Students transferring in Year 12 must complete their enrolment in Year 12 courses before the Authority's enrolment deadline (typically the first week of April). Transfers after this date will not be permitted to enrol in Year 12 courses.

4. Individual Assessment Outlines:

- For students with differing assessment programs from their previous school, an individual assessment outline will be provided. This document will outline how a school mark for the pair of units will be calculated.

5. Student and Parent/Guardian Meetings:

- A meeting could be scheduled with the transferring student and their parent/guardian to discuss the student's progress and the requirements necessary to be assigned a grade in the course units.

Homework Expectations

Homework reinforces classroom learning. Time spent on homework will vary by year level and subject complexity. Students who fail to complete homework may be required to finish it during lunch detention.

Evaluation:

This policy will be reviewed as a part of the school's three-year review cycle.