



GRANT HIGH SCHOOL

BUILDING FUTURE READY CITIZENS

Daymap Continuous Assessment Policy

As educators, it is our legal obligation to report to parents/caregivers their young person's progress at least twice a semester. At Grant High School we do this by using *Continuous Assessment* throughout the year. This is seen in our end of semester reports (that state the average grade of each class for that semester), as well as at least 2 graded assessment tasks per term per class published on Daymap; as outlined in more detail below.

Daymap Expectations:

1. ALL summative tasks must be published on Daymap – in conjunction with the time you introduce it to the class.
2. Ensure that the correct “assessment task type” is applied in accordance with the class – ie: “AC Summative” for all 7-10 classes.
3. The deadline must be applied to the task when published on Daymap, allowing students to organise their study accordingly.
4. Teachers must publish at LEAST **2 summative tasks** per term, per subject, (subject to SACE LAP requirements see point 4i) and these tasks must be returned to students within 2 weeks of the given deadline. This should align with your Learning and Assessment Plan, (if the task appears on your LAP, it needs to be assessed and results published on Daymap).
 - i. Stage One and Two subjects with long term assignments e.g.: Term long investigations it will be a requirement that teachers publish draft feedback or a check point grade and comment at least once per term.
5. All summative tasks need to have a grade applied (preferably through a rubric). If a rubric is not included, a written comment must be applied.
6. If a student does not submit by the deadline, with no excuses, in accordance with the Continuous Assessment and Deadline policy, they need to receive an NS (Not Submitted) grade for Years 7-10, and an N (No Evidence) for Year 11 and an I (Insufficient Evidence) for Year 12, this is in line with SACE grades – DO NOT leave the grade blank. – Parent contact must be made and logged in Daymap.
7. NA grade can be applied to students with genuine reasons for missing assignments, please see Community Leaders if clarification is needed.

Although you are more than welcome to use other methods of an online presence for your classes, your assessment submissions MUST be on Daymap along with the student's grades. Each student should be receiving at least 2 grades, per term, per subject.

Line managers will have the responsibility to check on a regular basis (at least weeks 5&9) that each of their group is following the above guidelines. They will then be able to offer support and assistance if needed.

Coordinators will be notified of any concerns and ensure that supports are put in places for relevant staff members. Coordinators and line managers will work together to ensure all staff are upholding Grant High Schools Continuous Assessment Policy and their professional reporting obligations.

RESPECT TRUST COMMITMENT

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