

## **Guidelines for formal assessments** (adapted from DP assessment regulations)

These guidelines provide a protocol for formal, in-class assessments where High School students are working individually. The violation of any of these guidelines by a student constitutes Academic Dishonesty.

### *Classroom set-up*

- Teachers should display the start and finish times, using a clock where all students can monitor the time.
- Teachers should be on their feet for the duration of the formal assessment, actively monitoring students.
- Students should be seated apart, or dividers should be used, so that students do not overlook the work of other students.

### *Student conduct*

- Students must enter the classroom in a quiet and orderly manner.
- During a formal assessment a student must not communicate with any other student.
- Students must not disclose or discuss the content of any formal assessment with any student who has yet to take the assessment. This includes any form of communication, whether verbal, written, electronic or online.
- Students should not leave and re-enter the classroom once they have started a formal assessment. Teachers should remind students and make sure they have an opportunity to use the toilet before they begin.
- If a student must use the toilet, the teacher is required to take the student's phone.

### *Students' belongings*

- Student workspaces should be free of personal belongings including bags, laptops, and mobile phones. These may be placed on the floor, at the back of the classroom, or in students' lockers.
- Mobile phones should be switched off and not be seen.
- Students may take to their desk only general stationery (i.e pens, pencils, erasers, geometry instruments, ruler.)
- The use of notes, books, guide, or reference material is not permitted unless specifically directed by a teacher.
- Students must not share stationery, calculators or any other material during a formal assessment.

### *Calculators*

- Teachers must place each student's Ti-Nspire into 'press to test' mode when a calculator is needed for a formal assessment. Here is a [video](#) showing how.
- Where calculators are required for an assessment, students may use a Ti-Nspire or a scientific calculator, or another calculator that their teacher knows how to put into test mode.

## **Statement of authenticity**

Curriculum teams might consider including a statement of authenticity as part of an assessment. The mathematics team uses the following statement which students sign before submitting their work:

*The work submitted in this assessment piece is my own. I understand the consequences of submitting the work of others with the intention of claiming it as my own. I understand that this is a private document between my teacher and myself. I also understand that sharing the content of this assessment or my working to complete the assessment is not allowed. I also understand that I am not allowed to make any changes to this work after it has been submitted.*

*Student signature:*