

Secondary School Assessment Policy

BACKGROUND

Staff, students and parents work together to maximise students' learning. Monitoring and good communication strategies support all students through the process with **NO SURPRISES** after the due date.

POLICY

Assessment consists of any task that is used to make judgements about a student's progress within a program of learning. This could include:

- assignments (oral and written);
- practical tasks (including field work reports);
- class tests and examinations (including written and practical tasks completed within a set length of class time).

Assessment can be formal, informal, diagnostic, formative or summative.

The purposes of assessment include:

- to demonstrate student learning;
- to monitor and feedback student development.

RESPONSIBILITIES

Students:

- Ensure all assessment tasks submitted are the original work of the student;
- Use the College Referencing Policy in the Student Diary;
- Present a draft to teachers for assessment items other than exams on the date outlined on the task sheet;
- Demonstrate mandated requirements of the course;
- Submit all assessment tasks by the due date;
- Years 10-12: Complete a 'Application for Extension – Assessment' form (Appendix A) prior to the due date and submit it to the relevant Head of Department;
- Provide all documentation to validate a missed examination or Application for Extension;

Parents:

- Support students to submit all drafts and final assessment instruments by the due date;
- Inform the appropriate College staff member of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary;
- Request assessment before assessment date if assessment is scheduled during a planned absence.

College:

- Publish all assessment dates on the Year Level Assessment Calendar and Learning and Assessment Overviews each term by the end of the first week of term;
- Provide students with assessment instruments in an appropriate time frame;
- Provide appropriate class time for assessment;
- Provide feedback to students on draft assessment in a timely manner;
- Provide feedback to students on final assessment tasks in a timely manner before the final submission date;
- Enact procedures that ensure a consistency of standards is maintained in the marking of assessment instruments.

EXAMINATIONS

Year 7, 8, 9 and 10 students present for examination:

- Follow examination conditions as set by teacher;
- It is expected that the student provide equipment required for examination.

Year 11 and 12 students present for examinations are expected to attend the exam room:

- 10 minutes prior to the start of the exam. Students may not be admitted after the commencement of the exam and entry will be dependent upon approval from the supervising teacher.
- In full formal uniform when attending school during the examination period. Consequences will be issued as per the College's student management plan.
- With the required equipment for the exam as indicated by their teacher. Calculators, rulers and pencils will not be supplied at the exam. Please note that particular calculators may be required and these will have been nominated prior to the date of the exam.
- Mobile phones are not permitted in the exam room, they must be turned off and placed in a named envelope to be collected by the teacher before the commencement of the exam.
- Students with outstanding assessment or detentions will be required to make them up during the exam block.

Student Absent on Due Date For Examination:

- If students are absent on the exam date, it will be because of illness or special circumstances;
- Parents/Caregivers must contact the school on or prior to the day of the exam to explain the student's absence and negotiate a catch up or similar arrangement;
- Years 10-12: If the school has not been notified of absence the teacher will contact the parent to inform them of the assessment policy and negotiate a catch up time. A medical certificate or other evidence explaining and substantiating their absence must be provided immediately upon return to school;
- Years 7-9: A note from parents/caregivers explaining and substantiating their absence must be provided immediately upon return to school. The student will see the teacher or Head of Department on the morning of the first day back, to negotiate a catch up exam or similar arrangement;
- Students on suspension must sit examination on re-entry.

Non-Submission/Non-Completion of an examination:

- Non-submission/completion of an examination is not an acceptable response to set work. Non-compliance with expectations to successfully complete all subjects may necessitate a review of enrolment with the family and the Principal or member of Administration.

College responsibilities:

- Exams are to be collected from the conference room on the day of the exam.
- They are to be returned and checked in after the exam and put in teachers pigeon holes with the roll.
- The Examination Room will be managed as follows:
 - Upon entry to the room, students will be silent, raising a hand to ask a question and not touch the exam paper until advised by the supervising teacher.
 - Rolls to be marked by the teacher.
 - Mobile phones are to be stored in a named envelope and collected by the teacher before the start of the exam.
 - A visible clock and the start and finishing times clearly published for each exam in the room on a whiteboard.
 - Perusal time will also be clearly displayed and indication given for the beginning and end of this time.
 - Any Instructions, special conditions or requirements should also be clearly displayed in the room.
 - No one will be permitted to leave the exam room during the exam unless authorised by the supervising teacher, all students must stay for the duration of the exam.
 - Teachers will be mobile and vigilant in their supervision of students for the duration of the exam: no sitting or engaging with your computer or phone
 - Students will remain seated until the examination papers have been collected. After the supervising teacher has given the dismissal order, students will collect their belongings and leave the room quietly.

Teachers should remember:

- Teachers' requests for the exam block must have details of rooms, staff, and if catch-up, list of students booked in for the session, and forwarded by your HOD to the Deputy Principal responsible for developing the Exam Block Timetable;

- Teachers may be allocated to exam supervision based on relief time from collapsed classes;
- If special staff requirements are needed they should be noted when finalising exam requests with HOD;
- No student should have more than 2 exams in one day of the Exam Block
- There should not be any assignments due during the Exam Block
- No “N” ratings will be given without:
 - evidence of parent contact informing them of teacher concerns;
 - Principal approval.
- Semester assessment plans will be published on OneSchool.
- Course outlines, assessment plans, standards schema will be available for students on Learning Place by the end of Week 3.
- Where practical and appropriate, assessment tasks are placed on the Learning Place for student access (once they have been distributed).
- Teachers will use the template Assessment Task Cover Sheet on the Learning Place for each assessment.
- CCEs will be included on all items of assessment.
- Internal moderation of assessment will be managed by HODs.

ASSIGNMENT TASKS

Drafts:

- Pre-checks of student progress (such as Drafts) will be conducted where appropriate and noted on the Assessment Task Sheet.
- Draft submissions should mirror final task:
 - Must be submitted according to conditions set out on the task sheet by the end of class/the school day on the due date;
 - Feedback will be given in good time to allow students time to amend task based on teacher feedback.
- Drafts are expected to be well formed pieces of work that demonstrate the student’s best effort;
- If draft is not an example of the student’s best effort the teacher will:
 - Inform Head of Department;
 - Contact Parent;
 - Document contact on OneSchool.
- Non-submission of drafts results in the student completing draft in next timetabled lesson or in the student’s own time, at the discretion of the teacher.

Due Date:

- Students are to submit assessment on the due date by 3:00pm;
- Oral Presentations need to be rescheduled with the class teacher for an appropriate time to both parties.

Submission of Assignments:

- A hardcopy of assignments must be submitted during class on the due date, or by a time negotiated with the teacher if class is not timetabled that day. Teachers will have a class list and students will provide a signature on submission;
- Years 10-12: Electronic submissions via *Turnitin* must be submitted on the due date by 3:00pm. Students will also need to submit a hardcopy;
- Years 7-9: Electronic submissions as per classroom teacher instructions;
- For non-written pieces of assessment such as orals, the due date for accompanying written material will be the first day of presentation;
- If the assessment task is not submitted on the due date, the most recent submitted Draft will be marked and credited towards the student’s semester result.

Student Absent on Due Date For Assignment:

- For Year 10, 11 and 12 students who are absent on the due date they must provide a medical certificate or significant documentation explaining absence. For Year 7, 8 and 9 students who are absent on the due date they must provide significant documentation explaining the absence.
- For subjects using *Turnitin*, an electronic copy can be submitted. A hard copy to be submitted upon return;
- If this is not possible:
 - Parents/Caregivers must contact the school on the due date to explain the student’s absence;
 - Students must submit the assessment task to the classroom teacher immediately upon return.
- Students on suspension must submit assessment by the due date.

Request for Extensions:

- Applications for extensions must be made at minimum **1 week prior to the due date**;
- Extensions may be granted in special circumstances. Special circumstances are medical or other legitimate circumstances, which can be authenticated (including bereavement, compassionate or exceptional grounds). For medical circumstances, medical certificates are required;
- Acceptable evidence, supported by documentation, must be attached to the *Application for Extension* form available on the school website/ Head of Department;
- Malfunction of equipment (including computers, printers, USBs) is not considered a valid reason for failure to submit an assessment task on the due date.
- Extensions can only be granted by the Head of Department, in consultation with the teacher. **Teachers are not authorised to grant extensions for assessment tasks**;
- In cases where unforeseen emergency has prevented an assessment task from being submitted on the due date, the parent/caregiver must personally discuss the situation with the relevant Head of Department as soon as it is practical.
- All extensions will be considered on an individual basis.

Assessment Task Submitted Late Without an Extension Approval:

- When an assessment task is submitted late without an extension approval, the assessment task will be commented on, but the final result will be based on the work and/or draft submitted during the assessment task process.

Non-Submission/Completion of an Assessment Task:

- Non-submission of assessment is not an acceptable response to set work and will incur the following consequences:
 - Years 7- 10 – Students who fail to submit work for assessment *by the due date* will still be required to produce an acceptable response, as deemed by the Head of Department;
 - Years 11/12 – Students who fail to submit a draft response by the due date will then be required to work on producing an acceptable response, as deemed by the Head of Department. The time and venue for the completion of the student's response will be determined by the Head of Department in consultation with the student's teacher.

Vocational Education and Training Certificates:

- Students studying VET competencies are expected to complete the VET competencies during the semester within the time period allocated as directed by the teacher;
- Students who fail to complete competencies during the semester **MUST** attend Catch Up sessions as identified by the VET Head of Department;
- Non-compliance with expectations to successfully complete all subjects in the Senior Studies program may necessitate a review of enrolment with the family and the Principal or member of Administration.

Academic Honesty Policy:

- Students will sign a cover sheet to verify the authenticity of authorship (Year 11 and 12);
- If authenticity is compromised through plagiarism, parents will be notified and students will have the opportunity to resubmit their own work within one day unless otherwise negotiated by HOD;
- The Referencing and Bibliography guidelines are outlined in the school diary.

Plagiarism:

- Plagiarism can be defined as the following:
 - Using the exact words of another person's work / writing without acknowledgement of a source through the use of quotation marks and correct citation/documentation;
 - Rephrasing a passage by another writer without giving proper credit;
 - Using someone's facts or ideas without acknowledgement;
 - Using a piece of writing for a subject that has previously been used;
 - Using the same piece of writing in two or more subjects in which a student is simultaneously enrolled without express permission from all teachers to do so;
 - Presenting fabricated or falsified citations or materials.
- If a student's work indicates plagiarism:

- The supervising teacher must report this to the respective Head of Department who will conduct an investigation into the circumstances and impact of this plagiarism;
- That section of the assessment item will not be given credit.
- It may be considered to be an incomplete piece of assessment, which may mean that the student has insufficient assessment to be given credit for the semester's work.

Cheating:

- Cheating is defined as the following:
 - Copying answers, or other information (or allowing others to do so) during an examination, or any other assessment piece in which the student is not permitted to work jointly with others;
 - Talking during an examination;
 - Passing notes during an examination;
 - Using unapproved notes;
 - Using a mobile phone, or other electronic device.
- If a student is caught cheating:
 - The supervising teacher must report this to the respective Head of Department who will conduct an investigation into the circumstances and impact of this cheating;
 - Students will not be given credit for any response, which could have been impacted on by this cheating;
 - The examination may be considered to be an incomplete piece of assessment, which may mean that the student has insufficient assessment to be given credit for the semester's work;
 - Students who have cheated during an examination may face formal disciplinary action.

Modification:

- Students who are verified will have assessment expectations negotiated by the ISS teachers in accordance with their ISP or individual goals;
- Where modifications result in work that does not meet the Course requirements as set out in the QCAA syllabus, the certification options will be reviewed on an individual basis by class teacher, ISS teacher, HOD and DP;
- EAL/D and International students are allowed 5mins extra time/half hour of exam. They are permitted to use bilingual paper dictionaries.

These Guidelines adhere to the QCAA requirements (www.qcaa.qld.edu.au) and are similar to those imposed by Tertiary Institutions.

For Year 11 and 12 students failure to demonstrate commitment to academic learning through the submission of assessment tasks on given deadlines or set dates can result in the commencement of Cancellation of Enrolment procedures.

- Semester assessment plans will be published on OneSchool.
- Course outlines, assessment plans, standards schema will be available for students on Learning Place by the end of Week 3.
- Where practical and appropriate, assessment tasks are placed on the Learning Place for student access (once they have been distributed).
- Teachers will use the template Assessment Task Cover Sheet on the Learning Place for each assessment.
- CCEs will be included on all items of assessment.
- No Assignments will be due during Exam Block.
- No student should have more than 2 exam a day during Exam Block. A DP must be informed by the student in writing if there are any exam clashes or cases where a student has more than two exams in one day.
- Internal moderation of assessment will be managed by HODs.

Requests for Extension

Moderation

Consistency of teacher judgment relies upon consistent interpretation of the task and an understanding of how the standard is demonstrated in student responses. Schools:

- implement processes, such as moderation, to support consistency of teacher judgments and comparability of reported results
 - ensure that there is a common understanding among all teachers about the process for developing assessments, making judgments and determining overall levels of achievement
 - comply with [\(QSA processes\)](#) for years 11 and 12 and meet QSA moderation and verification requirements.

Looking at A's & cusp kids

Moderation Timelines

Understanding around Wk9

Schedules

Schedule by Wk 1

Finalised items-Checked and pre-moderated, annotated by week 3