



Beerwah State High School

ASSESSMENT POLICY

Years 7-12

This policy outlines the procedures for submission and completion of all assessment items in Years 7-12.

School Responsibilities

- Provide an Assessment Overview to students for each subject outlining the task types and timelines, at the beginning of every semester.
- Provide task sheets with the following information:
 - Draft and final due dates
 - Required response length
 - Assessment type and conditions
 - Any specific prescribed requirements (E.g. oral presentation)
- Support students with access arrangements and reasonable adjustments where necessary.
- Provide clear, specific, meaningful and timely feedback on assignments, allowing reflection on the learning process and collaboration to support future learning and development. Feedback can include written and verbal communication.
- Teachers will only provide individual feedback on one draft per assessment when submitted by the due date. Students will not receive individual feedback when draft is submitted after the due date but students can receive whole class feedback.
- Feedback on drafts will not: compromise the authenticity of the response, introduce new ideas, language or research to improve the quality and integrity of the assignment, edit or correct spelling, grammar, punctuation and calculations or allocate a mark or grade.
- Teachers can only assess responses within the required response length. If the response exceeds the prescribed length the teacher will allow students to redact, on paper, parts of their response to meet the required length of the assessment before marking it.
- Enact moderation procedures which ensure a consistency of standards is maintained in the marking of assessment.
- Manage cases of academic misconduct. This includes plagiarism, cheating, use of unauthorised electronic devices and any other behaviour that is deemed to provide students with an unfair advantage. Students in Year 11 and 12 will receive 'Not Rated' for part, or all, of the assessment when academic misconduct has occurred.

Student Responsibilities

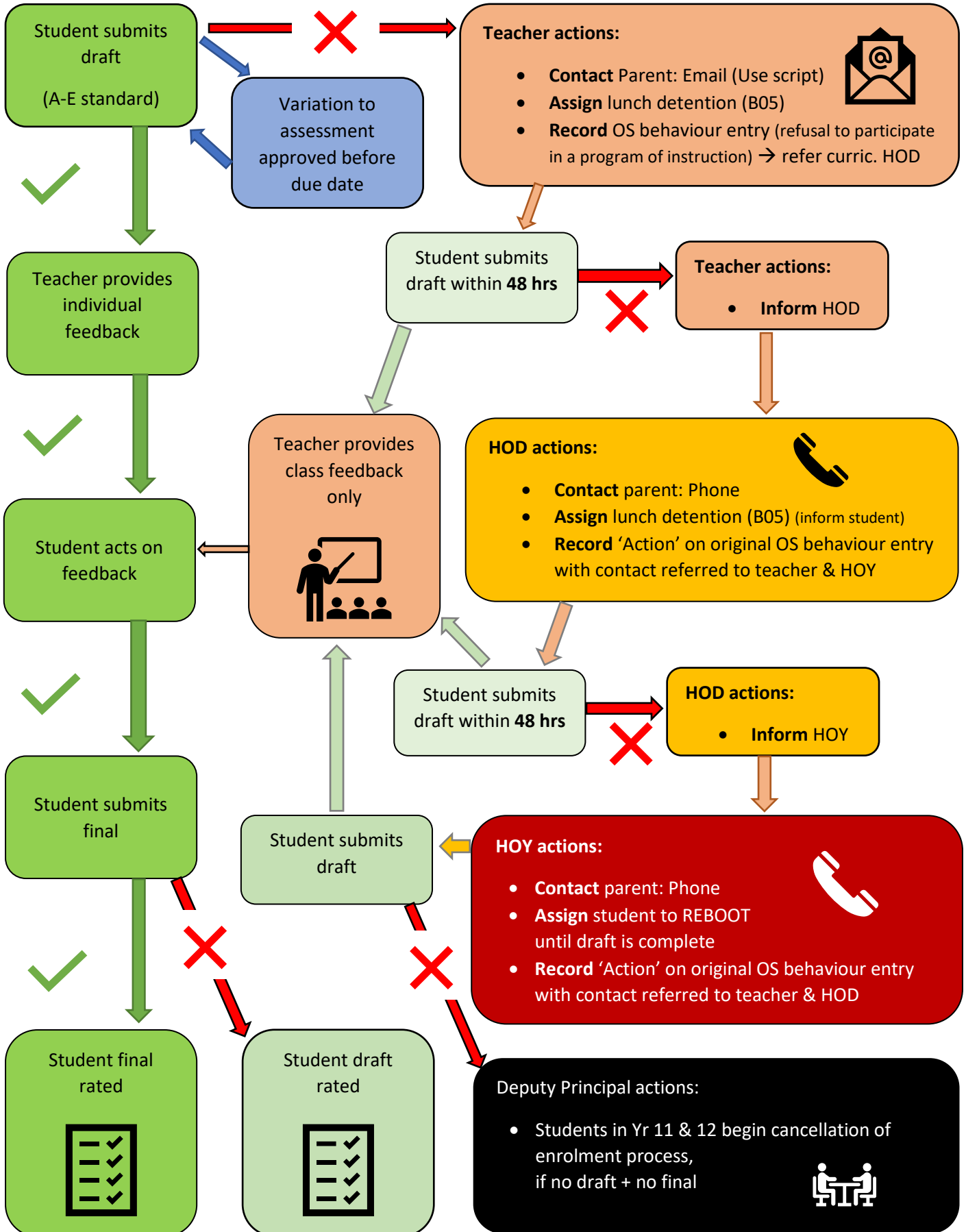
- Students will engage with the school, including maintaining a high level of attendance and punctuality, to ensure they adequately equip themselves with the necessary knowledge and support to experience success.
- Students who have a flexible learning program are responsible for ensuring they remain in contact with teachers to ensure they catch up with work missed.
- Students will store Assessment Overviews appropriately and share them with their parents.
- Students will fulfil course requirements, including:
 - Submission of draft and final assessment as prescribed (A-E standard) by 3.30pm on the due date.
 - Complete tasks in the required response length.
 - Adhere to all other assessment conditions.
- Students will demonstrate their value for their education and respect for self by ensuring all work submitted is their original work. Students in Year 11 are required to complete the QCAA Academic Integrity Course at the beginning of Unit 1.
- Students will communicate anticipated difficulties in completing assessment requirements with their teacher well before the deadline, allowing structured support for completion.
- Students who experience technical difficulties when submitting electronically must provide evidence with a time-stamp prior to the deadline (E.g. screenshot of error message, document 'last saved' time, sent item in email outbox)
- Students will use the Variation to Assessment Application to access extensions or reasonable adjustments. The applications must be submitted before the due date.
- Students can discuss their assessment outcomes with their teacher to gain feedback for personal growth and learning.
- For students in Year 11 and 12 further information can be obtained from the QCAA's QCE and QCIA policy and procedures handbook. www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook

Assignment Process

Assignments are extended assessments requiring learning both in and out of school. Assignments may include written, practical and oral presentations. There are 2 stages: Draft and Final.

All deadlines on
due date:

3:30 pm



Examinations

An examination is a formal piece of assessment conducted under supervised conditions at a set time and place. Students will be notified well in advance about the dates, time and type of examination.

Absence from examinations

Years 7-10

- **Expected absences** - Students or parents must discuss any absence for the examination with their subject teacher.
- **Unexpected absences** - Parents must inform the administration office on the day of the student's absence.
- Teachers will arrange for an alternative examination time when appropriate. In-class work may be used to determine a grade if required.

Years 11-12 (Compulsory participation phase)

There are only two accepted categories for being absent for an examination – illness or misadventure. When this occurs, the student and school must follow the AARA (Access Arrangements and Reasonable Adjustments) process outlined below:

Absence due to illness or misadventure:

- Student or Parent must contact the administration office as soon as possible.
- The School will support the student and family to complete the AARA process. Please note this may include supplying documentary evidence (E.g. medical certificate)
- Alternative arrangements for examinations will be applied.

Absence due to other reasons:

- Absences that are of a student's own choosing or that of their parents (E.g. Family holidays) are not valid reasons to apply the AARA process.

External examinations (Units 3 & 4)

- External examinations are held in Term 4 in Year 12 for General subjects only. Students can only miss external examinations due to illness or misadventure. Students cannot sit external examinations after the set date and time.
- Student or Parent must contact the administration office as soon as possible.
- The School will support the student and family to complete the AARA process. Please note this may include supplying documentary evidence (E.g. Medical certificate including diagnosis).
- **Failure to provide appropriate documentary evidence will result in a lack of credit for that subject and loss of associated QCE credits.**

Email script

Copy and paste the script below to email parents when a draft submission is missed.
Do not alter the text. Only amend the subject line of the email.

Subject line of email: Non-submit_Year_Subject_Assessment name

(E.g. Non-submit_8_Maths_Fractions assignment)

Dear Parent,

You are receiving this email because my records indicate that your child has not submitted the draft assessment detailed in the subject line of this email, and does not have a verified extension (AARA). If your child has proof of submission please reply to this email with the evidence attached.

Please be aware of the following:

- A lunchtime detention has been issued
- The Head of Department for this subject has been informed
- The student has **48 hours** from the original deadline to submit
- The teacher will not provide individual feedback, however general feedback will be given to the whole class
- All deadlines are at 3:30pm on the due date

Should your child fail to submit their draft within the 48 hours, the following will occur:

- The Head of Department will call you
- An after-school detention will be issued
- The Head of Year will be informed
- The student has another **48 hours** to submit their draft

Should your child fail to submit their draft within the 48 hours, the following will occur:

- The Head of Year will call you
- Your child will be assigned to the REBOOT room, during the school day, until the draft is complete