

ASSESSMENT POLICY



The policy relates to all students from years 7-12 and has been developed to be fair to all students and to ensure that students meet their obligations regarding completion of a course of study.

ASSESSMENT CALENDAR

All students will be issued with their own copy of an assessment calendar each semester, listing all due dates.

DRAFT DATE

Each student will be provided with a task sheet for each assignment. A draft date, or dates (where applicable) as well as the final date for submission of assessment will be identified on the task sheet.

Drafts of assessment must be submitted on or before the due date and can be submitted in two ways:

1. **Emailed to the Teacher:** In Years 10, 11 and 12, email is the preferred method of submitting drafts unless specified otherwise by class teachers. Drafts submitted by email must be accompanied by a receipt request. This is to ensure the teacher receives the submission on the draft due date. If no receipt is received from the teacher, then the student is to assume the teacher has not received the email and must submit two hard copies of the draft on the next school day.
2. **Handed directly to the teacher:** If this option is taken, two copies must be submitted. One will be returned to the student accompanied by feedback. The second copy will be retained by the class teacher.

In either case, the marked draft and/or draft feedback must be attached to the final copy

When the draft is received it will be reviewed by the teacher and feedback provided to you within 2-3 days in regards to what needs to be done to improve the work prior to submission of final copy. In the case of non-submission of assessment teachers will award a grade based on evidence available on or before the due date. (e.g. draft work, class work or work completed on practical tasks.)

Teachers will notify parents via phone, email or letter if a draft is not received by the draft due date.

ASSIGNMENT CRITERIA SHEETS

Assignments must be submitted with a criteria sheet stapled to the front.

All assignment task sheets will be available on the school network. Students will be able to access replacement task sheets in the event of losing the original.

SUBMITTING ASSESSMENT – DUE DATE

Assignments must be handed to the class teacher in the period designated for that subject, or prior to that lesson.

In some cases, **usually under exceptional circumstances**, students may arrange with their class teacher to place the assignment in the late box at the office between 3.00pm and 4.00pm on the due date. Students **MUST** sign the late box register.

Final copies of assessment may only be submitted by email or other electronic means by prior arrangement. Emailed assessment must be accompanied by a receipt request from the student. The receipt indicates to the student that the assignment has been received by the teacher. If no receipt has been received then the student must assume that the email has not reached its intended receiver and must submit it in hard copy form.

Note relating to oral assessment: A transcript of the presentation, as well as a copy of any applicable resources (e.g.. PowerPoint™ slides) must be submitted on the due date indicated on the assessment task sheet (or first lesson of the week when the task sheet states “week commencing”).

STUDENTS MUST BE PRESENT FOR ALL ASSESSMENT:

In the case of illness:

A MEDICAL CERTIFICATE (Years 11 and 12) or a PARENTAL NOTE (Years 7, 8, 9 and 10) must be presented for all absences for assessment, irrespective of the nature of the assessment task, IMMEDIATELY upon their return to school. If this does not occur, credit will only be given based on draft work submitted before the due date.

ASSIGNMENTS:

Students absent on the due date must make arrangements to submit the assignment to the office, the late box, or via email prior to 4.00pm, unless an extension has been granted.

ALL OTHER ASSESSMENT:

Other assessment (e.g. exams, oral presentations), depending on its nature, must be completed at the earliest opportunity or handed in as per the extension policy.

GENERAL EXTENSIONS:

Any student who has **extenuating circumstances** for not completing an assessment on the due date must complete an **EXTENSION REQUEST FORM** (available from the office or on the school website) and submit it to the Deputy Principal responsible for that year level at least 48 hours prior to the due date, or on return to school from illness **with a copy of any relevant documentation to support their request.**

The Deputy will determine if the extension is to be approved and this will be given to office staff to enter on the school database. The form will then be returned to the student who then informs the teacher that they have been granted the extension.

The extension form must be attached to the front of the student's assessment task when submitted.

Assignments with extensions granted must be handed directly to the appropriate teacher or to the office staff/Deputy Principal by 4.00pm on the re-negotiated due date.

In the main, school activities which are identified on the school calendar (e.g. camps, musicals, excursions) will not be accepted as valid reasons for extensions.

A note about use of technology: It is the student's responsibility when using a computer to secure his/her work and maintain a current backup of it. ***The loss of data or failure of computer hardware will not be accepted as grounds for a late assignment.***

NON-SUBMISSION OF ASSESSMENT:

Junior School (comprising years 7 - 9)

If the student has failed to submit the final copy of the assessment task a grade of Not Rated (NR) will be awarded as the Level of Achievement. The exception to this rule will be where the student has submitted a rough draft and in this case the level of achievement for that rough draft will serve as the final result.

In the case of practical work a student's result may be determined from class work observed by the teachers on or before the due date.

In the case of non- submission of work the teacher will contact the parent and inform them of the effect this may have on the student's eligibility to pass the course of study. Consequences as per the Responsible Behaviour Plan for Students will be applied to those who fail to submit work by the due date.

Senior School (comprising years 10 - 12)

If no work is submitted the student will be awarded a Not Rated (NR)

If a draft has been submitted a level of achievement WILL BE assigned to this piece of work and this result will be recorded on the student's profile.

In the case of practical work a student's result may be determined from class work observed by the teachers on or before the due date.

Senior students need to be aware of the implications of not completing assessment tasks by the due date accompanied by failure to submit rough drafts.

- **The student runs the risk of not completing course requirements.**

In any situation where there is insufficient evidence of achievement a student may:

- **not receive credit for a semester of work OR**
- **receive no credit at all for the entire subject**

For senior school students this has major implications on their ability to achieve both a QCE and an OP and may also be grounds for initiating a cancellation of enrolment process.

AUTHENTICATING STUDENT WORK

The Beerwah State High School assessment policy is informed by the QSA information statement *Strategies for authenticating student work for learning and assessment* downloadable from:

http://www.qsa.qld.edu.au/downloads/publications/paper_qsa_auth_student_work.pdf

As per our **Responsible Behaviour Plan for Students** consequences will be applied to students who fail to follow the Assessment Policy as stated in (Category B)

There are three major areas of concern and they are as follows:-

1. Cheating – the deliberate action of taking an exam/test in a dishonest way as by improper access to notes or other materials that will provide you with assistance in determining the answers
2. Plagiarism – defined as the wrongful appropriation of, close imitation of, or purloining (taking) and publication of another's language, thoughts, ideas or expressions (work) and the representation of them as one's own work
3. Collection of Assessment – failure to submit assessment items as per the policy.

SPECIAL PROVISIONS

The Beerwah State High School Assessment Policy is informed by the QSA's *Policy on Special Provisions for School-based Assessments in Authority and Authority-registered Subjects*, downloadable from

http://www.qsa.qld.edu.au/downloads/senior/assess_snr_sc_policy.pdf

Special Consideration is the granting of *exemption* to, or the provision of *special arrangements* for, students with special needs

Exemption:

Fairness to all students and the integrity of results require that no student be exempted from meeting any of the substantive requirements of a course, for any reason. However, in cases of special consideration, the school may decide to exempt students from non-substantive subject requirements.

Special arrangements refer to practical arrangements to vary the conditions under which assessment occurs in order to enable students with special needs to have an equal opportunity to demonstrate their knowledge and skills in a subject.

Students with special needs may include, but are not limited to:

- ❖ Students with learning difficulties
- ❖ Students from non English-speaking backgrounds
- ❖ Students who are Aboriginal and/or Torres Strait Islanders
- ❖ Student who have a physical impairment
- ❖ Students who have an emotional impairment.

Special Consideration for family bereavement, illness, trauma or significant absence approved by the school:

Students who have not been identified as special needs students can apply for Special Consideration under the principle that “fair and reasonable decisions about the assessment of student” should apply to all. Under such a principle, the school seeks to minimize the disadvantage to students caused by the situations above.

Application is made through the attached form and must be forwarded to the Head of Department before the assessment is undertaken.

The Head of Department will negotiate what arrangements for the testing and assessment of the student should apply, process the form through to the Deputy Principal who is responsible for approval of the application, the nature of the consideration given and central record keeping of applications.

What can students expect from a successful application for Special Consideration?

In cases of family bereavement, trauma, illness, or significant absence approved by the school, Special Consideration may involve modification of an assessment task or assessment programme. Alternatively, it may allow a student's result on a task that is significantly poorer than their typical performance in the assessable criteria to be discounted. Such decisions should be made at Monitoring or Verification for Senior students. Special Consideration will never result in a grade being elevated beyond what is justified in comparison to the criterion standards or beyond what has been demonstrated in the student folio. The broad criteria and standards must be applied in the same way to all students.

Students who feel they are eligible for special provision need to collect a form from the office and present this to a Deputy Principal for consideration.