



## Senior Student Assessment Policy (Year 11 and 12)

The school's procedures have been developed and aligned with the policies of the Queensland Curriculum and Assessment Authority (QCAA) to ensure that the conditions of assessment treat all students fairly and there is equitable opportunities for all students. Exams, practicals and oral assessment for all subjects are held in scheduled class time. Assignments may be conducted over class and home time.

### Assessment Calendars

The school will provide each student with an Assessment Calendar showing the proposed dates of all such assessments by the end of the third week of each semester. The calendar and any amendments to this Assessment Calendar will be published in the school newsletter.

### Assignments

Assignments include all those assessment items which are completed over a period of time and have a set date, check date and due date. These may include traditional assignments, performances, homework tasks, EELs, VET competencies, etc.

### Submission of Assignments

During the teaching and learning processes for assignment assessment, students must complete and submit drafts directly to the class teacher by the draft due date in person, via email or via another method arranged by the teacher. The submission of drafts is mandatory as it allows students to obtain feedback on the assessment item prior to submitting the final copy. In providing feedback, teachers will indicate aspects of the response which need to be improved or developed in order to meet the criteria. They may indicate some textual errors and indicate that the draft requires more careful editing. Drafts are also used to provide evidence of authorship.

Late drafts will be collected as evidence of authorship, but feedback may not be provided by the teacher.

Teachers will retain a copy of all drafts submitted. The number of times this is able to occur is dependent upon the syllabus demands and may vary between subjects.

If an unsatisfactory draft (or no/late draft) is submitted the teacher will

- contact the parent/carer to inform them of student progress. This contact will be recorded on OneSchool and referred to the HOD Curriculum.
- implement classroom-based strategies to support the student to improve unsatisfactory work and to ensure that a draft is submitted e.g. feedback, lunchtime or before/after school detentions

Assignments are to be presented at the beginning of the lesson on the due date or, by negotiation with the teacher prior to the due date. Assignments must be given to the teacher as hard copy or in the form requested as part of the assignment itself. Assignments must also have the task and criteria sheet attached.

As assignments are set well in advance, there should rarely be a good reason for lateness and generally such good reasons should be known well in advance will be. If a student is absent from school on the day that an assignment is due, the parent/carer must contact the Deputy Principal to explain the reason for the absence. Unless exceptional circumstances exist, there is an expectation that the assignment will be delivered to the school or emailed to the student's teacher by close of business on the due date.





### **Late or non- submission of an assignment**

If a student does not hand in the assignment by the due date, the teacher will make a judgement based upon the student draft responses to assessment task and using the standards associated with the assessment task.

In the exceptional circumstances where a student does not submit a draft and a final assignment, a *N* is recorded. This may impact upon semesters of credit recorded for the subject and consequently impact on OP eligibility and attainment of the QCE. The student will still be required to submit the assignment at a later date to ensure they are able to demonstrate course coverage. The Deputy Principal must be notified of a non-submission.

### **Extension requests for an assignment**

As assignments are completed over a period of time, illness only one or two days before the due date is not normally considered sufficient reason for an extension.

Extensions will also not be given

- where drafts were not submitted by the check date(s)
- due to computer, USB or printer breakdown
- request based on absence due to participation in school related activities (e.g. camps, excursions, school and regional sport)
- due to school based traineeships or apprenticeships.

Any extension request should be submitted at least a week before the due date (unless exceptional circumstances arise). This is to be done by submitting the completed Extension Request form (accessed from the school website under the 'forms' tab) and supporting evidence e.g. medical certificate to the HOD Curriculum. The HOD Curriculum will consult with the classroom teacher and Deputy Principal. The student and parent/carer will be notified of the decision.

### **Plagiarism**

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. Examples of plagiarism include failing to reference:

- Sentence or paragraphs copied or closely paraphrased
- Others ideas, work or research data
- Work produced by someone else on the student's behalf and/or in conjunction with other people.

Students cannot be graded on work that is not their own. When plagiarism is identified the parent/carer will be notified and the contact recorded in OneSchool with referral to the HOD Curriculum. Where a student is found to have plagiarised significant portions of the task, only the elements of task that are their own original work will be graded. Where a student is found to have plagiarised the entire task, it will be treated as a non-submission.

### **Examinations**

Examinations include all assessment which is held at a set time on a set date. These may include written tasks and oral and multi-modal presentations and practical assessments.





### **Student absence on days when examination is due**

If an examination is to be missed due to a special, serious and unavoidable circumstance (e.g. bereavement in the immediate family), the student's parent/carer should make contact with the Deputy Principal before the date of the examination, to explain the circumstance. If approved, alternative arrangements for completing the examination will be made. The assessment task is usually completed on the first day of the student's return to school.

Should a student miss an examination because of illness, a medical certificate must be given to the Deputy Principal on the student's return to school. If approved, alternative arrangements for completing the examination will be made. The assessment task is usually completed on the first day of the student's return to school.

In all other instances of missed examinations, students will still be required to complete the examination on return to school but, although completion will contribute towards completing sufficient coverage of the course, results will not be included in semester or exit level results. This will be also be considered a refusal to participate in the program of instruction. Year 11 and 12 students will be asked to show cause as to why they should remain in the course of study and may commence / progress to the next stage of the cancellation process.

### **Cheating**

Students found to be / suspected of cheating in an exam (e.g. in possession of banned items such as notes / electronic devices or communicating with other students) will have the part of the exam already completed collected and they will continue on with the remainder of the exam. After the completion of the exam, the teacher will OneSchool the incident and refer to the HOD Curriculum. The HOD Curriculum in consultation with the classroom teacher will make a decision regarding the results for the exam. This may involve:

- parts of the exam in question being disregarded while grading the exam.
- the student completing an alternative exam at the soonest possible opportunity
- additional consequences may be applied.

### **Exemption**

If a student has an extended legitimate absence from school or special circumstance such that, in the opinion of the subject teacher and HOD Curriculum, it becomes unreasonable to expect that an assignment be submitted, an exemption may be given. An exemption can only be allowed when there is sufficient alternative information to make a judgment about an exit level of achievement without the student having to complete the particular assessment instrument.

The Longreach State High School Assessment Policy has been devised to adhere to the advice provided in by the QCAA *A-Z of Senior Moderation* [https://www.qcaa.qld.edu.au/downloads/senior/snr\\_qa\\_mod\\_a-z.pdf](https://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf)

