



ASSESSMENT POLICY

SENIOR SCHOOL – STUDENT VERSION



Rationale

This Assessment Policy applies to all students and staff at Hervey Bay State High School in the senior school – Years 10 to 12. It provides guidelines about assessment to ensure policies and procedures are consistently and equitably applied to all students in the senior school. Through this policy, the responsibilities and expectations regarding assessment practices are outlined for staff, students and parents/caregivers.

Responsibilities

Students

Students are expected to:

- use class time for research and drafting or compilation of projects,
- submit a **complete draft** by the draft due date,
- submit all assessment tasks by the final due date,
- attend detentions to complete notes and/or drafts where necessary,
- use APA Sixth Edition Referencing where appropriate,
- ensure all assessment tasks submitted are the original work of the student and
- complete a **Request for Extension form** and submit to the faculty HOD/HOSES if an extension is required.

Parent/Caregivers

Parent/Caregivers are expected to:

- encourage students to submit **complete** drafts and final assessment instruments by the due date and
- inform the school of any difficulties relating to the completion of assessment tasks and provide documentary evidence where appropriate

Legislation and Policies Related to Assessment

The Assessment Policy has been developed using the following QCAA (formerly QSA) policies and associated legislation:

- **QCAA P-12 Assessment Policy (QCAA, July 2014)**
- **Late Submission and Non-submission of Student Assessment in Authority and Authority-registered subjects (QSA, January 2009)**
- **Policy on Special Provisions for School Based Assessment in Authority subjects and Authority-registered subjects (QSA, January 2009)**
- **Sufficiency of coverage and adequacy of assessment for students to receive results on a Senior Statement (QSA Memo, 09/108, 2008)**

These policies provide the following principles that should inform school practices on late and non-submission of student responses:

- evidence about student achievement should be gathered in a continuous process throughout the course of the teaching, learning and assessment program,
- expectations of assessment instruments and due dates should be made clear to students and their parents/caregivers,
- procedures need to be enacted consistently across subjects within the school to ensure fairness and equity,
- opportunities should be provided for appropriate members of the school staff to intervene in order to avoid cases of late and non-submission and
- judgements of student responses can only be made:
 - where there is student work to match with syllabus standards descriptors,
 - using syllabus standards associated with exit criteria and
 - based on evidence available on or before the due date.

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Submission of Assignments and Projects

The final copy of an assessment task must be submitted by 6:00pm on the due date (unless otherwise approved by the faculty HOD/HOSES). Students may only submit an assignment or project to the class teacher or to the school office. Students who submit an assessment via email or other electronic means (as determined by the faculty) need to adhere to the 6:00pm deadline. A 'Read Receipt' should be requested by the student as evidence.

- **Class Submission:** Class teachers are required to use an Assignment Register. Students need to sign this when submitting their assignment or project.
- **Office Submission:** Students may submit their assignment or project to the school office by 6:00pm on the due date. The office staff will issue two ID Attend Receipts. One will be provided to the person submitting the work and the other attached to the assignment or project before placing it in the teacher's pigeonhole. Teachers should note this form of submission on the Assignment Register.
- **Emailed Submissions:** Students may email an assessment task, provided prior approval has been granted. The 6:00pm deadline needs to be adhered to. Students should ensure they retain a 'Read Receipt' as evidence the item has been submitted. Teachers should note this form of submission on the Assignment Register.

For non-written pieces of assessment such as orals, the due date for written support materials should be the first day of presentations.

Exams

Students are informed at the start of each semester when examinations are scheduled and should therefore avoid all appointments that clash with examination dates. The following applies for exceptional circumstances.

- **Missed Examinations: Anticipated Absence**
Students must complete a *Request for Extension form* and submit to the faculty HOD/HOSES. Evidence supporting the request (medical certificate, selection in a representative team) needs to be provided. If the request is approved, the faculty HOD/HOSES will make arrangements for the early or late completion of the exam, to ensure the security of test instruments and equity principles are maintained.
- **Missed Examinations: Unanticipated Absence**
Should a student be absent on the day of an examination the student or parent/caregiver must contact the school on the day of the test. The class teacher needs to inform the faculty HOD/HOSES. Students need to submit a *Request for Extension form* to the faculty HOD/HOSES. A medical certificate or appropriate documentary evidence is also required.

Where a student fails to sit an exam on the scheduled date and does not have an approval, the examination will be considered a non-submission. No credit can be given for the task, which, if it forms part of the mandatory aspects of an Authority or Authority-registered subject, could result in the student losing a semester's credit for the subject.

Request for an Extension

Should a student be absent for any reason, a Request for Extension form accompanied by appropriate documentation must be presented.

Anticipated Absence

Students may request an extension to assessment in exceptional circumstances. A request for an extension must be submitted prior to the due date.

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To request an extension, students need to:

- complete a *Request for Extension form*,
- provide appropriate evidence and documentation (a medical certificate, specialist appointment or letter outlining circumstances) and
- submit to the faculty HOD for assessment.

Unanticipated Absence

Students who are absent with a genuine reason (illness or exceptional circumstances) on the date an assignment or project is due need to make every effort to submit the assessment task on that day. The tasks can be submitted to the school office. A student who is unable to hand in the assessment task on the due date, must submit the assignment or project on the first day the student returns to school. It should be accompanied by a *Request for Extension*.

Special Provisions

A Special Provisions Policy has been developed to provide further support to students in Years 11 and 12. This policy is relevant to students with specific educational needs. These may include:

- physiological impairments,
- socio-economic, cultural and linguistic features which may cause educational disadvantage,
- different patterns of educational development and orientation, influenced by factors such as gender, giftedness or life experiences or
- difficulties in accessing learning due to illness, medical conditions or trauma.

Refer to the *Special Provisions Policy* for further details.

Late Submission or Non Submission of Assessment Tasks

Teachers are required to explicitly monitor student progress throughout an assessment period. Anecdotal records as well as notes, drafts and other evidence must be retained. *Where a student does not submit the final copy of an assignment or project by the due date, or submits the assessment after the due date, judgments should be made using evidence available on or before the due date. Notes, plans and drafts will need to be marked against the criteria and the result recorded on the profile. This evidence needs to be filed in the student's folio.*

When a student submits an assignment or project late or fails to submit an assignment or project, teachers are required to:

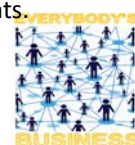
- record the incident on One School as an academic infringement,
- inform the faculty HOD/HOSES,
- implement appropriate aspects of the AGS for senior students,
- contact the parent/caregiver.

Loss of Semester Credit (Senior Students)

Senior students who have failed to undertake sufficient assessment for a subject, may be at risk of losing semester credit for that subject. The need to remove credit should be minimised via proactive intervention and application of the AGS Policy.

Teachers are expected to:

- implement a proactive approach to manage assessment as outlined in previous sections of this policy;
- enact (in conjunction with faculty HODs/HOSES) the AGS Policy where students do not fulfil assessment requirements.



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Faculty HODs/HOSES are expected to:

- review profiles when updating results and identify anomalies or concerns regarding student progress,
- discuss relevant aspects of the approved work Program, Study Plan or Training Package with the teacher,
- proactively monitor student progress through One School, Welfare Reports, end-of semester reports, Proposed Placements, VET Competency Tracking forms, AGS Meetings and
- meet with parents/caregivers in relation to student progress.

When students are at risk of losing credit, faculty HODs/HOSES need to meet with the Deputy Principal (Senior Schooling) to determine whether semester credit can be provided. Profiles, letters, One School entries and AGS letters must be provided to ensure a reasonable and equitable judgement is made.

If determined that a student will lose credit for a semester, faculty HODs are required to:

- contact the parent/caregiver to communicate the implications regarding QCE and/or OP Eligibility;
- record information in One School as an academic infringement (including details of contact with parents/caregivers and students),
- file a copy of the letter in the folio, work with the teacher to amend the profile
- provide a copy of the letter to HOD Senior Schooling so that SDCS can be amended.

Note: The removal of credit is ultimately the decision of the Principal. Credit will not be removed in situations where teachers and faculty HODs have not adhered to processes within the Assessment Policy (including drafting/monitoring processes) and AGS Policy.

Faculty HODs/HOSES are responsible for informing parents/caregivers of implications to the QCE/OP Eligibility during contact and meetings regarding AGS levels.

Plagiarism

All assessment tasks submitted must be the original work of the students and all references used must be acknowledged using APA Sixth Edition Referencing. Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. This includes work produced with assistance from other students, a tutor or parent/caregiver and purported to be the student's own independent research, word for word copying, closely paraphrasing and using the ideas from another person's work without appropriate acknowledgement.

Plagiarised work will not be accepted or marked by teachers. Students will be referred to the faculty HOD/HOSES. The faculty HOD/HOSES may allow the student to resubmit the task where the plagiarism has been unintentional or instigate disciplinary action where plagiarism has been deliberate.

Faculty HODs/HOSES need to consult with the Deputy Principal (Senior Schooling) regarding individual infringements and consequences. Incidences of plagiarism should be minimised by adherence to the guidelines for drafting and monitoring student work.