



ASSESSMENT POLICY

JUNIOR SECONDARY – STUDENT VERSION



Rationale

This Assessment Policy applies to all students and staff at Hervey Bay State High School in the junior secondary school – Years 7 to 9. It provides clear guidelines about all aspects of assessment, Applications for Variation to Assessment Conditions, monitoring of student progress and timeline communication to students and caregivers about potential late submission of assessment. It aims to ensure policies and procedures are consistently and equitably applied to all students from in years 7, 8 and 9 and prepares them for the rigorous assessment guidelines of 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 allocated class time for research and drafting or compilation of projects,
- submit any research notes and/or drafts by the due date,
- submit all assessment tasks by the final due date,
- attend detentions where in-class assessment preparation, notes and/or drafts may not be completed,
- 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** prior to the due date and submit to the faculty HOD/HOSES if an extension is required. Supporting documentation (parental note) to validate the variation is necessary.

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 Junior Secondary Assessment Policy has been developed using QCAA policies and associated legislation to prepare students for the rigorous assessment conditions and policies in the senior school. This includes:

- Strategies for authenticating student work for learning and assessment, and
- Application to vary the assessment conditions

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,
 - 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 predominantly 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 and new units 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 advise the school of an unavoidable impending absence as soon as they become aware of it. A completion **Request for Extension form** along with supporting documentary evidence, must be provided to the faculty HOD/HOSES to change the assessment due date.

Appropriate evidence might include: medical certificate, notification of selection in a representative team, copy of itinerary, parental note explaining circumstances and so on. If the application to change the due date 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 teacher on the day of the test or on return to school to explain the absence. This can be done either verbally or in writing. The class teacher needs to inform the faculty HOD/HOSES. Arrangements will then be made for the student to complete the assessment.

Students need to submit a **Request for Extension** form to the faculty HOD/HOSES. A medical certificate or appropriate documentary evidence is also required.

Request for an Extension

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

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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.

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.

The faculty HOD/HOSES, in consultation with the class teacher will assess the application and determine whether approval will be granted. Clarification of the application may be required before it is granted.

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**.

Late Submission or Non Submission of Assessment Tasks

Teachers will 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,
- contact the parent/caregiver.

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 regarding individual infringements and consequences. Incidences of plagiarism should be minimised by adherence to the guidelines for drafting and monitoring student work.