

EVERTON PARK STATE HIGH SCHOOL

Senior Student Assessment Policy (Year 11 2019)

Students with diverse learning and assessment needs (including those with temporary illnesses and injury) and their parents/carers should consult the relevant Head of Department (HOD) to ensure access arrangements and reasonable adjustments have been applied.

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 on the school website.

Assignments

Assignments are any task, which are completed over a period of time and have check points, draft and due dates. When undertaking assignments the following should occur:

- Students to complete all check points enabling detailed discussions before submitting a draft
- As written drafts and final assignments are required to be scanned for uploading, it is essential that any work done in pen or pencil is dark enough to be scanned.
- The draft must be submitted on or before the due date directly to the class teacher by the draft due date in person, via email or via another method arranged by the teacher. Teachers may require both a hard copy and electronic copy of the draft.
- The draft must demonstrate at least satisfactory progress towards the final product
- Draft feedback will indicate aspects of the response which need to be improved or developed in order to meet the criteria. The feedback may indicate some textual errors and indicate that the draft requires more careful editing. Feedback will also be provided on assignment length.
- Teachers are able to provide written feedback on ONE draft only.
- Students implement the received feedback. If a student is unsure of the feedback received, it is important that they discuss with the teacher.
- Completed assignments are 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 format requested as part of the assignment itself. Assignments must have the task and Instrument Specific Marking Guide (ISMG) attached.

What if a student submits unsatisfactory checkpoints or draft?

The teacher will notify the parent/carer of their concerns. Students will be expected to improve their work, responding to feedback. This may include lunchtime or before/after school tutorials / detentions.

What if a student submits a late draft?

It is mandatory that a draft is submitted. If a draft is submitted late a teacher will only provide feedback if the appropriate medical certificate has been supplied or the parent/carer has contacted the Head of Department, Deputy Principal or Guidance Officer to discuss and the reason has been approved.

What if no final assignment is submitted?

The teacher will use the draft (or last checkpoint received) as the final task. A student who cannot make at least satisfactory progress will be considered as refusing 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 change the subject and / or the next stage of the cancellation of enrolment process.

Extension requests for an assignment

Extensions can not be given:

- due to computer, USB or printer breakdown
- based on absence due to participation in school related activities (e.g. camps, excursions, school and regional sport)
- based upon matters of parent/carers choosing such as a family holiday
- due to school based traineeships or apprenticeships.

If a student is absent from school on the day an assignment is due, the parent/carer must contact the Head of Department/ Deputy Principal or Guidance Officer 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 3pm on the due date.

How is an assignment extension request completed?

- Any extension request should be submitted at least a week before the due date (unless exceptional circumstances arise).
- Download the Extension Request form from the school website Policy Documents folder <https://evertonparkshs.eq.edu.au/Supportandresources/Formsanddocuments/Pages/Documents.aspx>
- Attach any supporting documentation. For senior students the medical form provided must be in the format provided in the Policy Document folder.
- Submit the form and supporting evidence (e.g. medical certificate) to the relevant Head of Department. Where the reason is of a highly sensitive nature the parent/carer may contact the Deputy Principal directly.
- Approval of the request is determined in adherence to the Queensland Curriculum and Assessment Authority (QCAA) guidelines. The teacher, student and parent/carer will be notified of the decision. If approved a new due date will be indicated.

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.

Examinations are completed during school hours.

During examinations students will sit in a seating plan approved by the teacher.

What if a student is absent when an 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 or illness), the student's parent/carer must make contact with the relevant Head of Department. Where the reason is of a highly sensitive nature the parent/carer may contact the Deputy Principal directly before the date or as close to possible to the date of the examination, to explain the circumstance and provide supporting documentation.
- The medical form provided must be in the format provided in the Policy Document folder. <https://evertonparkshs.eq.edu.au/Supportandresources/Formsanddocuments/Pages/Documents.aspx>
- 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. Where indicated, a student may be required to sit a comparable assessment task.

What if a student is absent when an examination is due and no acceptable reason approved?

- If a student fails to undertake an examination and no acceptable, documented reason has been approved, a Not Rated for the assessment for that subject will be recorded against the student in the QCAA School Portal. To be credited for a subject, a student must complete all of the assessment for Units 3 and 4.
- If the student receives a Not Rated for an exam in Units 3 or 4, the subject will not be credited. This will have significant impact on the awarding of the Queensland Certificate of Education.

Non-submission of assessment (assignment or examination)

There may be rare occasions where students are unable to submit assessment (assignment or exam) after having participated in the learning of the subject, has an approved, justifiable reason for non-submission of assessment and all other reasonable adjustments have been exhausted. If this occurs, the Deputy Principal will submit an application for illness or misadventure along with all supporting documentation to QCAA. QCAA will determine outcome and advise the school of the application outcome.

Academic Misconduct

Students and their parents/carers should undertake the Academic Integrity course developed by QCAA to develop a deeper understanding of academic integrity and misconduct. <https://myqce.qcaa.qld.edu.au/academic-integrity-for-students.html>

The following behaviours are recognised as academic misconduct:

- Cheating while under supervised conditions, including having unauthorised materials/equipment
- Contract cheating/ significant contribution of help
- Plagiarism or lack of referencing
- Self-plagiarism where a student duplicates work or part of work already submitted as a response to an assessment instrument in the same or any other subject.
- Disclosing or receiving (or attempting to) information that impacts on the integrity of the assessment task
- Collusion where a student gives or receives a response to an assessment or a student assists another to commit academic misconduct
- Copying work or permitting others to copy
- Fabricating data or references
- Impersonation
- Misconduct during an examination that distracts or disrupts others in the assessment room

Students committing (or suspected of committing) any of the above will be reported by the classroom teacher to the relevant HOD. The HOD will make a decision regarding the results for the assessment task. The consequences may involve:

- only those parts of the assessment that can be authenticated as the student work being used for grading purposes
- completion of a comparable assessment
- awarding of a Not Rated for the assessment task (For Units 3 and 4, this will prevent the student being awarded an exit grade for the subject)
- additional consequences may be applied after advice from the QCAA.

Students participating in academic misconduct may be considered as refusing 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 a change of subject and / or to the next stage of the cancellation process.

The Everton Park State High School Assessment Policy has been devised to adhere to the advice provided in the *QCE and QCIA policy and procedures handbook 2019 v1.1*