



## **ASSESSMENT POLICY**

### **RATIONALE**

The Assessment Policy exists in order to ensure that students and staff have clear and consistent guidelines for the setting, completion and collection of all assessment items which enhance access, participation and equity of outcomes for the range of students across all year levels.

#### References:

QSA (2009) Policy on Special Provisions for School-based Assessments in Authority and Authority-registered Subjects, QSA, Brisbane. (Appendix C)

QSA (2009) Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered Subjects, QSA, Brisbane. (Appendix D)

### **OBJECTIVES**

The Assessment Policy applies to all year levels and:

- ensures that student assessment loads are not excessive;
- provides that students receive specific information as part of the assessment process
- provides that the class teacher is supportive of the assessment process by providing learning experiences that are appropriate for the completion of the assessment task
- provides that the class teacher monitors student progress throughout a staged process of assignment development
- includes details to ensure that submission conditions are fair and equitable, including provision for exceptional circumstances.

### **GUIDELINES**

1. The Principal, on advice from Heads of Department, has the responsibility of ensuring that excessive assessment does not occur in any school area at any one time.
2. Heads of Department will ensure that assessment loads placed on students within their year level areas are manageable.
3. Teachers will enter onto the Assessment calendar the due date of all assessment pieces.
4. The School Assessment Calendar will be provided to students no later than Week 4 of each Semester.
5. Only Heads of Department may change the published due date of an assessment task, due to unforeseen circumstances. Students are to be notified directly.

6. Heads of Department will ensure conditions for assessment are fair and equitable for all students.
7. No assignment should be due in the first week of a new school term.
8. Assignment deadlines must always be in the specified class on the specified due date.
9. All assessment must be retained by the school for state-wide moderation purposes.
10. Information provided for a particular assignment will include:
  - a clear and specific description of the task
  - a clear and specific statement of the process for completion – including drafting
  - the due date
  - conditions for completion
  - criteria for assessment.
  - The processes required for the completion of an assignment will be explicitly taught as part of lessons at school.
11. Assessment which contributes to decision making about students' level of achievement will satisfy the following criteria:
  - it must be the student's own work; plagiarism will not be tolerated, it must be completed and submitted by the specified Due Date, unless an Extension or Exemption has been granted by the Head of Department.
12. Student assessment pieces are retained by the school according to QSA guidelines. If parents or caregivers would like to see marked pieces, they can contact the school directly to arrange an appointment with the class teacher or Head of Department, where these will be readily available to view and discuss.
13. Request for Extension of the Due Date for Assignments where exceptional circumstances exist, an Extension of the Due Date may be sought by a student by collecting an Extension Request form from the school office.

This should be done prior to the due date. This form, accompanied by a parental letter of explanation and/or medical certificate is presented to the student's teacher. This passes to the Head of Department, who may grant or deny the extension request. If the request is denied, the student may seek a review from the Principal or his delegate.
14. Exceptional circumstances include:
  - Extended absences due to illness, supported by a medical certificate (Senior School) or through parental communication
  - Absence due to illness or bereavement or other special circumstances on the due date, supported by a medical certificate or through parental communication, where it was not possible to convey such during the assignment writing process.
  - Exceptional circumstances do **NOT** include:
    - ❖ work commitments
    - ❖ last-minute technology malfunction – students must ensure they have back up copy or email work to school
15. Assignment Not Submitted by due date without Extension (applies to all year levels).

When a final assignment is not submitted by the due date, without prior arrangement

and/or supporting documentation:

- ❖ The teacher will collect evidence of work completed, attach the Assessment Task and Criteria Sheets, annotate Criteria Sheet accordingly, and place in student's folio. This information is used in determining overall Level of Achievement for the subject, however, an NR will be recorded on the student profile. The teacher will notify the parent in writing of non-submission of the final copy

Where no evidence is available for collation in student's folio:

- ❖ The student, under the teacher's direction, will attempt and submit the task at the next available opportunity eg. the next lesson, lunch break, after school.
- ❖ It is an expectation that every student attempts and submits all set assessment tasks, unless exemption has been granted.

#### 16. Exams Not Completed on Due Date

- If a student is absent due to other unavoidable school commitments (eg. sport representation), arrangement to sit the exam at the next available opportunity should be made, prior to the event, via negotiation with the Head of Department
- If a student is absent for other legitimate reasons (eg. illness, extenuating family circumstances), an Extension/Exemption Request Form is to be completed and submitted, with supporting evidence, to the Head of Department for consideration.
- Failure to comply with the above will result in an NR for the exam, and the resultant consequences. Parents will be contacted by teacher or Head of Department.

## 17. Plagiarism

Plagiarism is the appropriation or imitation of another's ideas to be passed of as one's own. For example, it can amount to copying part or all of another student's work; taking a segment/s of published work and incorporating it, without referencing, into the student's work. Where plagiarism is suspected:

- ❖ firstly notify the Head of Department
- ❖ HOD / teacher discusses specific concerns with the student, using evidence
- ❖ contact parent
- ❖ Assess the component of the work that is the student's own (if any), against the assessment criteria, and record the appropriate Grade.

## 18. *Additional information for Senior students (in accordance with QSA policy)*

In order to be awarded a standard (A – E) for an assessment item, the student must provide evidence to demonstrate the descriptors stated in the exit criteria and standards of the syllabus. An E standard for a particular piece of assessment cannot be awarded where there is no physical evidence for it. Such a piece would receive a Not Rated (NR)

- Students who frequently fail to submit assessment items may not be awarded a level of achievement for a course of study, if they do not complete the substantive requirements of the syllabus. In this case, the principal will determine that no result for that subject will appear on the Senior Certificate
- Where substantive requirements of a syllabus have been met, but summative assessment requirements are incomplete, a student may still receive a level of achievement, but consideration may be given to the number of semesters of credit awarded for the course (see below). This may impact on OP eligibility and affect QCE credit points. Consequently, students will be made aware that all summative assessment is mandatory

Example 1. A student does not submit all items of assessment:

- determine a Level of Achievement based on available evidence
- teacher advise HOD responsible for QSA data, preferably prior to Verification
- the number of semesters of credit on SDGS is adjusted to reflect relative coverage of the course
- advise student of adjustment.

Example 2. A student has virtually no assessment or evidence of achievement (ie. the student has not substantially covered the course and has not been adequately assessed):

- student does not receive an Exit result
- Principal /HOD advises student and parents
- student is not included on R6
- student's details for that subject are removed from SDGS

Appendix A

**APPLICATION FOR SPECIAL PROVISIONS**

New Application  Extension to previous application (attached)

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ Subject Affected \_\_\_\_\_

Period of absence: \_\_\_\_\_ to \_\_\_\_\_

Exceptional Circumstances for special provisions:

- Illness  School activity SAT   
 Excursion  Work Experience Funeral   
 Off campus activity Medical/dental  School Sport   
 Suspension  Other

Further details \_\_\_\_\_

Documentation attached Yes  No

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If special provisions are required for multiple assessment tasks, make an appointment with HOD)

**PART A – to be completed by student and teacher.**

Exam	Assessment task:										
<input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Was class time allowed to work on assessment</td> <td style="width: 30%; text-align: right;">Yes/No</td> </tr> <tr> <td colspan="2">If yes, number of lessons _____</td> </tr> <tr> <td>2. Has student been absent during these lessons?</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>3. Were resources readily available</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>4. Has drafts been sighted?</td> <td style="text-align: right;">Yes/No</td> </tr> </table>	1. Was class time allowed to work on assessment	Yes/No	If yes, number of lessons _____		2. Has student been absent during these lessons?	Yes/No	3. Were resources readily available	Yes/No	4. Has drafts been sighted?	Yes/No
1. Was class time allowed to work on assessment	Yes/No										
If yes, number of lessons _____											
2. Has student been absent during these lessons?	Yes/No										
3. Were resources readily available	Yes/No										
4. Has drafts been sighted?	Yes/No										
<p>Comments:</p>											

Teacher Name: \_\_\_\_\_ Recommendation for granting Extension Yes/No

Recommended extension date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B** - To be completed by HOD and student

- Extension of time to complete assessment task
- Opportunity to re-sit original or similar exam
- Modification to test conditions
- Use of specialised equipment particular to student's impairment
- Provision of reader to communicate a text or provision of a scribe to provide an exact transcript of student responses to assessment where impairment or injury does not permit a student to read or write.
- Other

Comment/explanation:

---

---

<b>New Arrangements</b>	
<b>Subject</b>	
<b>Recommended extension date</b>	
<b>Other information</b>	

**FINAL APPROVAL**

This request for special provisions has been approved.

Yes/No

If approved see above for new assessment arrangements

If not approved provide reason/s

---

---

**Copy to:**

Student

Relevant teacher