

ASSESSMENT POLICY

At the beginning of semester, weekly topics and assessment requirements for each subject are available through the Course and Assessment Planner section in the OneSchool application.

All assessment must be submitted on or before the due date.

The subject teacher will provide students with a task sheet, criteria sheet, and where appropriate, opportunity for assignment feedback. They will also advise students as to how levels of achievement are determined. The *Queensland Curriculum and Assessment Authority (QCAA) Policy* is available on the website www.qcca.qld.edu.au for further details.

EXAMINATIONS

Performance Assessment (including Examinations):

Students are required to sit for examinations on the scheduled day.

Absence on Day of Exam:

Students who are unable to sit for an exam for reasons or circumstances beyond their control, for example, illness, bereavement:

- Contact school – 4666 9222 to advise of non-attendance.
- Upon return to school, provide a medical certificate or note from parents detailing reason for absence and present to teacher or Head of Department.
- Complete the exam the next lesson they are present in that subject. It is the Head of Department's decision if the student will sit an alternative exam.

Students who are unable to sit for an exam due to a known acceptable absence:

- Parent to advise Head of Department prior to leave of absence utilising "Application for Assessment Extension" from Head of Department.
- Prior to leave of absence negotiate a suitable time with the Head of Department to complete the assessment.
- The Application for Assessment Extension form will be attached to the test.

Students who miss an exam without a reasonable excuse (*or fail to provide a medical certificate or note*):

- Student will sit the exam in the next lesson they are present.
- It is the Head of Department's decision if the student will sit an alternative exam.
- The student will be placed on a behaviour level of '5'.

Penalty for Unfair Practices (Cheating)

- Any student who uses unfair means in an exam will be required to sit an additional exam. The reasons for the alternative exam will be noted on the student's profile and parents advised. Behaviour Management consequences will occur including a level change to a level '6' and the student may receive additional consequences as per the Responsible Behaviour Plan for Students.

ASSIGNMENTS

Assignments which contribute to assessment must satisfy the following criteria:

- The assignment must be the student's own work
- All assignments require a draft to be presented to the teacher by the due draft date. It will be signed and annotated by the teacher
- The assignment must be presented on the due date unless an extension has been granted. (See Application Assessment Extension and Special Provision)

- The task sheet must be attached to the assignment
- If an extension has been approved, the application form will be attached to the assignment
- The student must witness the teacher marking off their name on a class list. If this can't occur the assignment must be taken to main school office by 4.00pm on the due date and be receipted in the assignment book.

Late or Non-submission of Assignments

Assignments submitted to a teacher after the due date will not be accepted unless an extension has been granted (see Application Assessment Extension and Special Provision). Computer or printer failure is not an excuse.

Students who are absent on the due date of assignment:

- Parents/Caregivers need to contact the school – 4666 9222 to advise of non-attendance
- Parents/Caregivers need to send the assignment to the school with a friend or relative. If this is not possible, the parent/caregiver should contact the HOD on the day to explain the circumstances and make alternative arrangements for the assignment to be submitted
- If the absence is due to illness on the day of the deadline, students should produce a medical certificate or note from a parent/caregiver and an Application for Assessment Extension when they are next at school
- If an extension has been approved, the Application for Assessment Extension form will be attached to the assignment
- If an extension has not been sought and the assignment not submitted, the student will receive a rating based on evidence available on or before this date
- If no extension has been sought, the student will be placed on a behaviour level of '5' and will receive a detention from the class teacher
- Parents will receive a letter from the Head of Department explaining that their student has failed to submit work on time, has been given a rating from evidence available and that the student has been placed on a behaviour level of '5'.

Students who are unable to submit an assignment due to a *known acceptable absence eg. sick, medical appointment*

- If an extension has not been sought, students must hand the assignment to their teacher prior to the due date.
- Students who are present on the day of a due assignment but do not submit assignment
 - If no extension has been sought, the student will be given an in-class withdrawal for the lesson and will submit the work completed at the end of the lesson
 - The student may use their research or choose to submit the draft that has been annotated and signed by their teacher
 - Students will be placed on a behaviour level of '5' and will receive a detention from the teacher
 - Parents will receive a letter from the Head of Department explaining that their child has failed to submit work on time and has been given a rating from evidence available, or completed the assignment in class time. The letter will indicate that the student has also been placed on a behaviour level of '5'.

Plagiarism

- When citing published works, the *Harvard System of Referencing* is to be used
- If work has been submitted for assessment and there is evidence that the work has been plagiarised, the student will be asked to complete the assignment during an in-class withdrawal in the next available lesson after the plagiarism has been discovered
- In a withdrawal circumstance, the student may use their research to complete the required task
- This breach of the Responsible Behaviour Plan will result in behaviour consequences for the student including a behaviour level drop to at least a level '5' and time in the Internal School Reflection Room issued by the Head of Department.

Special Consideration of Factors Affecting Assignment Completion/Submission:

Special Provision

Students who consider that their performance in an assessment has been adversely or will be adversely affected by a specific educational need may apply for special provision.

Special Provision arrangements should be made with the Guidance Officer and must be supported by suitable evidence such as medical reports, medical certificates or other documentation. Appointments are arranged through the office.

Any student who has a specific educational need may be considered for special provision including students:

- with disability such as those of a sensory, motor or neurological nature
- with educational needs arising primarily from socio-economic or cultural factors
- for whom English is an Additional Language or Dialect (EAL/D)
- with short-term impairments such as glandular fever or fractured limbs
- who are gifted or talented
- with life circumstances that impact on equitable assessment.

HOMEWORK, ASSIGNMENTS AND STUDY

The Purpose of Homework and Study

Homework and study is a valuable part of schooling. It allows for the students to practise, extend and consolidate work done in class. Homework and study provides training for students in planning and organising their time and provides parents with insight into what is being taught in the classroom.

Homework and Study is Most Beneficial When It:

- reinforces and extends coursework and consolidates basic skills and knowledge
- is challenging and purposeful
- is well coordinated and teacher expectations are well communicated
- is set on a regular basis and establishes a routine of home study
- takes into account student home responsibilities and co-curricular activities such as clubs, sport and part-time employment.

Three Main Types of Homework and Study That Can be Assigned:

Practice exercises: providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills.

Examples include:

- Completing work started in class
- Consolidation exercises
- Revising information about a current topic
- Practising words and phrases learnt in a language other than English
- Reading for pleasure
- Essay writing
- Music practice.

Preparatory Homework and Study: providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons.

Examples of Preparatory Work:

- Background reading
- Revision for up-coming test, outcomes or exams
- Research of topics for a class unit of coursework
- *Examples of Study:*
 - Read and revise notes
 - Annotate theory
 - Produce summaries.

Extension Activities: encouraging students to pursue knowledge individually and imaginatively.

Examples include:

- Investigation and project based activities
- Information acquisition and retrieval skills.