



Bundaberg

State High School

Senior Student Assessment Policy and Procedures

Senior Student Assessment Policy

The school's procedures have been developed and aligned with the policies of the Queensland Curriculum and Assessment Authority (QCAA) to ensure that the conditions of assessment treat all students fairly and there is equitable opportunities for all students.

QCAA policy states that only assessment evidence submitted by a student on or before the due date is to be used when making judgements on student achievement.

Therefore, the completion of all assessment tasks on or before the due date is expected of all students.

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 **Course Assessment Planner** can be downloaded from the OneSchool website. Should there be a change to the calendar, students will be given reasonable notice (2 weeks minimum) notice of the change in due dates. Amendments will be published as necessary.

Assignments

Assignments include all those assessment items that are completed over a period of time and have a set date, check points and due date. These may include traditional assignments, performances, homework tasks, VET competencies, etc.

Submission of Assignments

During the teaching and learning processes for assignment assessment, teachers will set dates for the check points and the submission of a draft. It is expected that students complete all check points and draft submission.

Checkpoints enable teachers and students to have detailed discussions before submitting a draft. Checkpoints are important in supporting student's learning and time management processes.

Students must complete and submit the draft directly to the class teacher by the draft due date in person, via email or via another method arranged by the teacher. The submission of drafts is **mandatory** as it allows students to obtain feedback on the assessment item prior to submitting the final copy. In providing feedback, teachers will indicate aspects of the response which need to be improved or developed in order to meet the criteria. They may indicate some textual errors and indicate that the draft requires more careful editing. Teachers will provide feedback on assessment length. Please note that failure to comply with minimum or maximum assessment length requirements in completed tasks will have significant impact on awarded results. Drafts are also used to provide evidence of authentication of student work. Teachers are able to provide feedback on **ONE** draft only.

Late drafts will be collected as evidence of authorship. Verbal feedback only may be provided after the due date.

Teachers may retain a copy of submitted drafts.

If an unsatisfactory checkpoint or draft (or no/late draft) is submitted the teacher will:

- contact the parent/carer to inform them of student progress. The parent/carer should assist student with time management to ensure the work is completed.
- record the contact in OneSchool and referred to the HOD Curriculum and HOD Senior Secondary.
- implement classroom-based strategies to support the student to improve unsatisfactory work and to ensure that a draft is submitted e.g. feedback, lunchtime or before/after school detentions.

A student not trying to 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 the next stage of the cancellation of enrolment process.

Students must submit a hard copy of the response etc., the teacher annotated draft and the task sheet in class **on or before the due date**. Students are able to upload assignment tasks electronically through SafeAssign or email their teacher, with evidence of email sent or Senior Hub by 3pm on the due date. If submitting a USB as part of an assessment the USB must be placed in an envelope/zip lock bag attached to the Assessment Cover Sheet along with draft and task sheet.

Absence from school on the due date is not a valid reason for not submitting a response to an assessment instrument on time. If a student is unable to attend school on the day a response is due, the responsibility lies with the student. One of the following must be done:

- Have a parent/carer contact the Senior Hub and arrange delivery of the response to school before 3 pm.
- Send the response with a friend, to be delivered to the Senior Hub by 3 pm.
- Email digital copy of assessment to class teacher, with evidence of email sent (eg read receipt or screenshot of email sent) providing a hard copy on the day of return to school.

Note: Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for extension.

Examinations

Examinations include all assessment that 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 may be scheduled in a block exam period or in class time.

APPLICATION FOR ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA)

AARA are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment. Students with permanent or intermittent impairments must ensure that they have applied for long-term AARA through the school's Guidance Officer. The type of adjustment or change to arrangements is dependent on the reason for application.

If a temporary condition or situation arises, a parent/ carer must contact the Senior HUB as soon as possible so that information can be passed onto relevant staff for AARA consideration. If this situation is medical a certificate must be provided on the student's return to school. Failure to do so will result in the assessment considered as a late submission (see above). Notifications of principal-reported AARA and applications for QCAA-approved AARA require the submission of a medical report that provides:

- **diagnosis of disability and/or medical condition**
- **date of diagnosis**
- **date of occurrence or onset of the disability and/or medical condition**
- **symptoms, treatment or course of action related to the disability and/or medical condition**
- **information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment**
- **professional recommendations regarding AARA.**

Extension requests for an assessment

As assessments are set well in advance, there should rarely be a valid reason for lateness and generally such reasons should be known well in advance. As assignments are completed over a period of time, illness of only one or two days is not normally considered sufficient reason for an extension. If an extension is deemed appropriate, this AARA will then be processed through an application made with the Guidance Officer, HOD Senior Schooling or Senior Schooling Deputy Principal.

Extensions cannot be given:

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

Approval of the request is determined on an individual case basis and the teacher, student and parent/carer will be notified of the decision. If approved a new due date will be indicated. For Units 3 and 4, the school may seek advice from the Queensland Curriculum and Assessment Authority (QCAA) before a decision is determined. Applications for Assessment Extension, supporting information and outcomes will be stored with the student profile and recorded in OneSchool contacts. For sensitive reasons, discretion will be used.

Student absence on days when examination is due

If an examination (internal only) 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 Deputy Principal before the date or as close to possible to the date of the examination. This is to explain the circumstance and provide supporting

documentation to ensure that an **Application for Access arrangements and reasonable adjustments** is completed. If approved, alternative arrangements for completing the internal 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. Supporting information (including medical certificates) and decision outcomes will be stored with the student folio and recorded in OneSchool contacts. For sensitive reasons discretion will be used.

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.

When a student fails to submit an assignment on the due date and has not been granted an extension OR other Application for Access arrangements and reasonable adjustment, the teacher will use evidence collected (revision sheets, preliminary work, rehearsal notes, class notes, observations, photographs of student work) to grade against the Instrument Specific Marking Guide. This will be recorded on an **Assessment Evidence Record**. The teacher will contact the parent/carer to inform them of the failure to submit the assignment. This contact will be recorded on OneSchool, and referred to the HOD Curriculum and HOD Senior Secondary.

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 receive credit 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, (where no application for illness or misadventure along with all supporting documentation has been submitted to QCAA), will be also be considered a refusal 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 the next stage of the cancellation process.

Academic Misconduct

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) will be reported by the classroom teacher via OneSchool contacts to the Curriculum HOD. The Curriculum 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 the next stage of the cancellation process.