



BUNDABERG
STATE HIGH SCHOOL

Department of Education trading as
Education Queensland International (EQI)
CRICOS Provider Code 00608A

STUDENT POLICY—OCTOBER 2019

Junior Secondary Assessment Policy

The Queensland Studies Authority has developed a policy which covers school-based assessments. This policy covers only school-based assessment that is quality assured by the QCAA for Authority and Authority-registered subjects. It is not intended for use in situations where a critical incident (e.g. disaster, emergency, traumatic event) has significantly impacted the school community and students.

AIMS

The aim of assessment in Junior Secondary is to prepare students for the demands of Senior Secondary and the various pathways on offer to them. The school's procedures have been aligned with the policies of the Queensland Curriculum and Assessment Authority (QCAA) to ensure that the conditions of assessment treat all students fairly and equitably. It is important students and parents/carers are aware of the below expectations and processes to ensure success at school.

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 as well as a final due date. It is expected that students complete all check points and draft submission.

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. Drafts are used to provide evidence of authentication of student work. Teachers are able to provide feedback on ONE draft only. Teachers may retain a copy of submitted drafts. Late drafts will be collected as evidence of authorship. Verbal feedback only may be provided after the draft due date. Students must submit a hard copy of the response etc., the teachers' annotated draft and the task sheet in class **on or before the final due date**.

STUDENT LATE OR NON-SUBMISSION OF ASSIGNMENTS

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 Junior Hub and arrange delivery of the response to school before 3 pm.
- Email digital copy of assessment to class teacher, with evidence of email sent providing a hard copy on the day of return to school.
- If illness or injury prevents any of the above options a parent/carer must contact the Junior Hub so that the information can be passed to the subject teacher, Head of Department and Principal's Delegate. Repeat offenders may be requested to present a medical certificate on the student's 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.

STUDENT ABSENCE ON DAYS WHEN 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 Deputy Principal or HUB HOD before the date or as close to possible to the date of the examination. This is to explain the circumstance and provide supporting documentation. 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. 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.

EXTENSION REQUESTS FOR AN ASSESSMENT (ASSIGNMENT OR EXAMINATION)

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 only one or two days is not normally considered sufficient reason for an extension. 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).

Any Application for Assessment Extension should be submitted at least a week before the due date (unless exceptional circumstances arise). This is to be done by submitting the completed Application for Assessment Extension form (accessed from the school website under the 'support and resources' tab) and supporting evidence (e.g. medical certificate) to the Junior Hub for approval. Students, teacher and parent/carer will be notified of the decision. If approved a new due date will be indicated.