



STUDENT POLICY—OCTOBER 2017

Senior 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.

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The school recognises that some students have disabilities, impairment, and/or medical conditions or experience other circumstances that may be a barrier to their performance in assessment. To access arrangements and reasonable adjustment (special provisions) please contact the Guidance Officer.

An extension may only be granted by Heads of Departments, Subject Coordinators or relevant administration personnel. Where an extension has not been granted the completed assessment item must still be submitted by the due date.

EXAMS

An exam block is usually held at the end of Terms 2 and 3 for Year 10, 11 and 12 students and in Term 4 for Year 10 and 11 students. A schedule will be published prior, outlining the allocated exam times.

PROCEDURES FOR EXAMS

You must:

- Arrive no later than 10 minutes prior to an exam's commencement time.
- Wear full school uniform.
- Take only the implements stipulated by class teachers/HODs for the exam, into exam rooms.
- Enter exam rooms in an orderly fashion.
- Ensure no talking occurs once you enter the exam room. Talking to other students during the exam may lead to your result being immediately cancelled.
- Place any non-essential items for the exam under your seat.
- Authenticate work if required.
- Advise the relevant HOD if absent due to illness on the day of the exam and produce a medical certificate to verify your illness on the day of your return to school.
- Be prepared to sit any exam missed due to illness on the day of return to school unless other arrangements have been made with the HOD for that subject.
- Be seated in an orderly manner and at a reasonable distance from each other.

TEACHERS WILL NOT PERMIT THE FOLLOWING ITEMS IN EXAM ROOMS

- Electronic devices, e.g. mobile phones, iPads, smart watch etc. (unless required for the completion of the task).
- Materials other than those required as per task sheet.
- Food or drinks, other than sealed water bottles (at commencement of session).
- Electronic translators (International students can have a dictionary (bilingual) for translation).

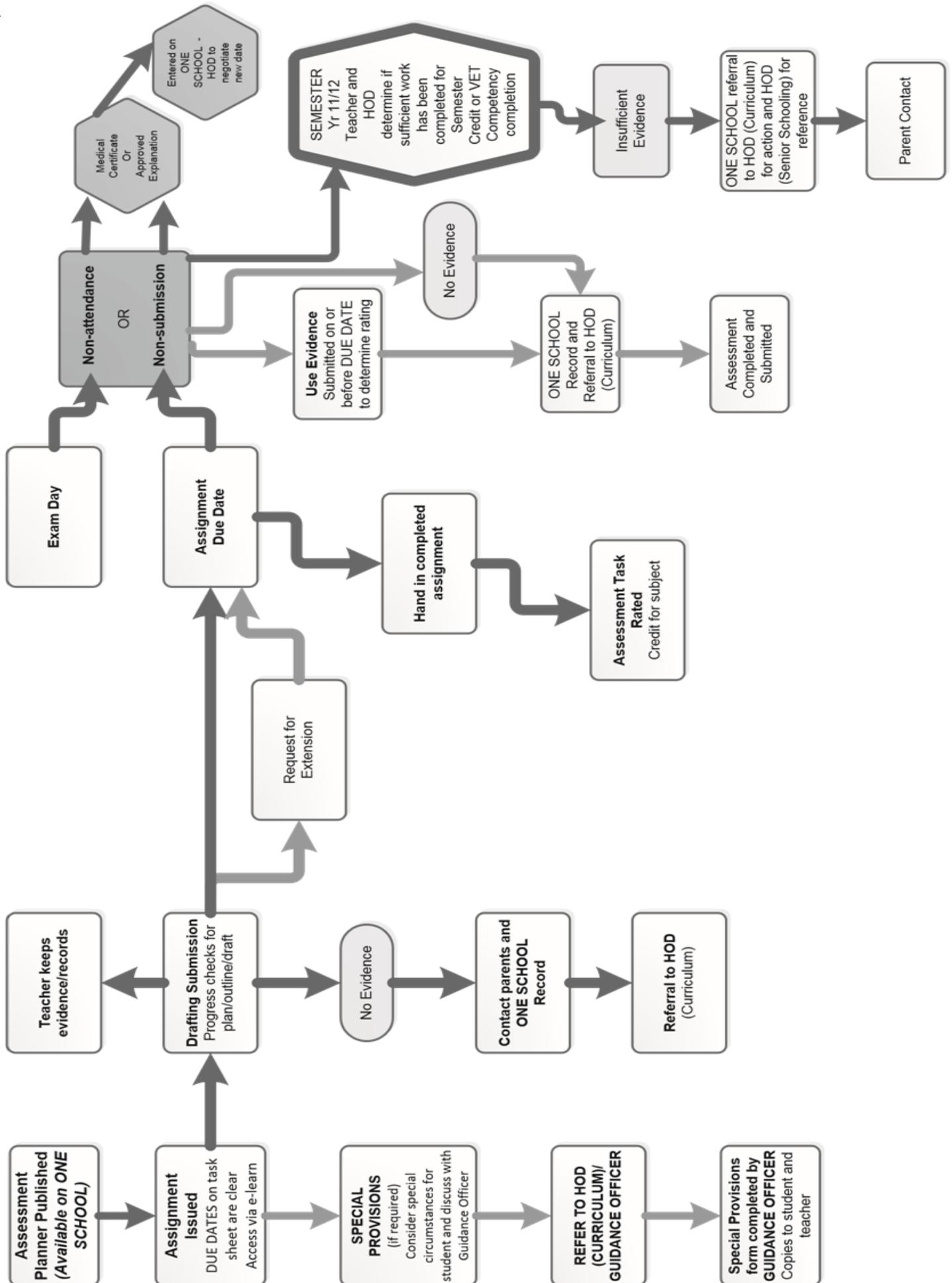
CONCLUSION

Failure to follow this Senior Secondary School Assessment Policy may result in a range of consequences including detention, loss of Semester Unit or course credit, failure to receive a QCE on Year 12 exit, or a cancellation of your enrolment.

The Principal, Deputy Principals or Heads of Department have the right to withhold a Semester Unit of credit when any of the substantive requirements of a course have not been met.

SUBMITTED ASSESSMENT POLICY

Action Process



DRAFT

■ What is a Draft?

A draft is a body of evidence that is provided by students in response to assessment instruments. This could be a response that is nearly good enough to submit for assessment – it is likely to be your second or third attempt at the task. Drafting requirements may be different for each assessment task and between faculties. These will be stipulated on task and criteria sheets.

Before submitting a draft, you may be required to:

- submit a written outline about your approach.
- discuss your approach with your teacher.

Your work will be monitored by teachers throughout the development of the task. This process could include:

- Teachers seeing plans and drafts of your work.
- Your production of and maintenance of documentation of the development of the response.
- Your acknowledgment of resources used.
- Teachers may choose to use Safe Assign through e-Learn to determine authenticity of your work.

■ What sort of Feedback will be Provided?

In providing feedback, teachers will indicate aspects of the response that need to be improved or developed in order to meet the criteria. You may be advised to:

- consider other aspects of the text.
- work on your role as writer/speaker and show more awareness of the audience.
- give priority to the most important points by rearranging the sequence and structure of ideas.
- conduct further research or substantiate points made with references.

Teachers may:

- indicate some textual errors and indicate that the draft requires more careful editing – they may not correct or edit all the textual errors in a draft.
- provide some written feedback on drafts submitted by the due date.
- provide a summary of their feedback and advice to the whole class.

It is expected that the level of feedback, scaffolding and teacher input would decrease over the course of study (i.e. the level of assistance is greater at the start of Year 11 compared to the end of Year 12).

PLAGIARISM

Plagiarism involves student submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. This includes –

- Word-for-word copying of sentences or paragraphs from one or more sources.
- Closely paraphrasing sentences or paragraphs from one or more sources.
- Using another person's ideas, work or research data.
- Copying computer files in whole or in part without indicating their origin.
- Submitting work which has been produced by someone else on your behalf.
- Producing work in conjunction with other people when it is purported to be work from your own independent research.

■ Incidences of plagiarism will be:

- Recorded by teacher on One School and referred to relevant HOD who will make parent contact.
- A result awarded based on students' own work which may be determined using a variety of strategies through consultation with the teacher and HOD.

QUOTING SOURCES

The purpose of acknowledging works that you quote is so that others may verify your claims or trace the source of your argument and data. Be consistent with whatever system is used.