



BUNDABERG
STATE HIGH SCHOOL

STUDENT POLICY — JANUARY 2017

Assessment Policy

The Queensland Studies Authority has developed a policy which covers school-based assessments. This policy 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. This school applies this policy to all assessment instruments.

ASSIGNMENTS

The specific requirements of all assignment tasks including due dates will be outlined for students on a task sheet, which also details the criteria by which the task will be assessed/graded. These task sheets must be attached to all assignment tasks. If the task sheet is lost, it is the student's responsibility to replace it. All assignment work must be submitted in draft form for monitoring by the monitoring due date and teacher feedback will be provided. Due dates must be strictly adhered to and assignments must be handed in to the class teacher during class time, or at the correct year level HUB by 3:30pm on the due date. Students will be required to sign an Assignment Register when submitting their assignment to the classroom teacher.

■ Procedures for Assignment Collection

1. Students are to submit the assignment to their classroom teacher by the due date.
2. Teachers are required to:
 - i. Have an Assignment Collection Register whereby students sign in their assignments indicating the date that the assignment was submitted
 - ii. In the event that the student submits the assignment to their Year level HUB (i.e. personally by 3:30 pm or by friend or relative), the office receipts the assignment before contacting the teacher. The teacher then collects the assignment from the HUB
 - iii. In the event that a student submits an assignment to his/her teacher electronically, the teacher notes when the assignment was sent on their Assignment Collection Register

NOTE Electronically sent assignments should:

- Be receipted by the receiver (teacher)
 - Involve the teacher clearly outlining his/her expectations in relation to assessment submission in this format i.e. The assignment is to be an attachment, submitted electronically via the Learning Place, receipt requested etc.
 - For senior students, a hard copy of all electronically submitted assessment must be provided by the student and placed into the student's profile unless otherwise negotiated with the teacher
- iv. If the assignment is not handed in on or before the due date this is noted on the register and the draft is used for grading the student (irrespective of how the assignment was collected)

■ Under No Circumstances is a Teacher to:

1. Accept an assignment without appropriate completion of the Assignment Register
2. Accept a student's assessment on behalf of another teacher **except** where there is a designated supervising teacher who is provided with an Assignment Register and requested to collect assessment by the usual procedures in their absence
3. Assessment dates are not to be changed unless the Middle Management Group agrees to the change
4. Assignment Registers are to be completed, parents contacted and the non-submit recorded on OneSchool with a referral to the relevant HOD on the working day following the due date for the assessment
5. Late submissions are to be noted on One School and strategies utilised (including parent contact by letter/phone) to secure drafts for evidence. HODs need to be kept updated re late assessment
6. Students who are part of the Special Education Program will not be required to seek an extension if the student's IEP or Individual Assessment Plan states that the student has special provisions given to time allowed to do assessment items. This is negotiated with the classroom teacher. If, however, any of the following conditions apply e.g. anticipated absences due to sickness, bereavement etc., then the student will be required to seek an extension and adhere to the assessment policy

■ Late Submission of Student Responses to an Assessment Instrument

This relates to students not submitting a response to an assessment instrument by the due date. Judgements of student achievement are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus. In cases where students do not submit a response to an assessment instrument by the due date, judgements should be made using evidence (such as drafts) available on or before the due date.

■ Anticipated Absences

Students should follow the procedures below to gain an extension for an anticipated absence on the due date of an assessment item/instrument.

NOTE Electronically—Students who have excursions, traineeships etc. are to take this into consideration when planning assessment and submitting/completing their assessment on or before the due date.

ASSIGNMENTS

- requests for an extension must be applied for **prior** to the due date. Forms are available from the office, Head of Department or the school website
- it is the student's responsibility to complete the Request for Extension Form, which must be completed by the student, subject teacher and Parent/Guardian
- requests may then be approved by the Head of Department, if, in their opinion, sufficient reason exists. Any further issues regarding requests for extensions may be referred to the Principal
- on submission of the assignment, the signed copy of the extension form must be attached

EXAMS

1. For anticipated absences on the date of an exam it is the student's responsibility to inform the Head of Department and negotiate an alternative arrangement **prior** to the date of the exam
2. The Head of Department will record on OneSchool details of students requesting alternative arrangements for completion of examinations

EXTENSIONS

An extension may only be granted by Deputy Principals or Heads of Department. Where an extension has not been granted the completed assessment item must still be submitted by the due date.

UNANTICIPATED ABSENCES

■ Absence Due to Illness on Due Date

- a. Send the assignment to the students corresponding HUB with a friend or relative; or
- b. Submit the assignment electronically; or
- c. Parent/Guardian/Independent Student to contact the Head of Department to explain the circumstances and make arrangements for the assignment to be handed in or exam to be completed on the student's return to school

■ Extended Absence Due to Illness

Parent/Guardian should notify the school as soon as possible and provide a Medical Certificate to verify absence/s. The assignment is to be handed in/exam to be completed on the student's return to school.

■ Absence Due to Special Circumstances (e.g. Bereavement)

Parent/Guardian must contact the Head of Department to explain the circumstances. The assignment is to be handed in/exam to be completed on the student's return to school as per arrangements with the Head of Department.

SPECIAL PROVISIONS

■ Failure to Submit

Non-submission of student responses to an assessment instrument

Student responses to the assessment instrument will be monitored throughout the time provided.

In cases where students do not submit a response to an assessment instrument on or before the due date, judgments will be made using evidence (including drafts) available on or before the due date. A result/standard can only be awarded where evidence has been demonstrated. A standard "E" cannot be awarded where there is no evidence for it. If no evidence is provided, a note "non-submit" will be made on the student profile for that assessment instrument. If a "non-submit" is given for a major piece of work, or the majority of assessment in a semester, the student may lose semester credit (this will show on the Senior Statement), which may affect OP eligibility and meeting QCE requirements.

Students who fail to submit assessment will be recorded on OneSchool and referred to relevant HOD and Year level personnel. Consequently, students may be removed from extra-curricular activities until assessment commitments have been met.

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 the student's behalf
- Producing work in conjunction with other people when it is purported to be work from the student's own independent research

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

- Teachers seeing plans and drafts of student work
- Student production of and maintenance of documentation of the development of the response
- Student acknowledgment of resources used

■ Incidences of Plagiarism will be:

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

DRAFTS

■ 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 the student's 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, students may be required to:

1. submit a written outline about their approach
2. discuss their approach with their teacher

■ 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.

Students may be advised to:

- consider other aspects of the text
- work on their 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

This policy covers only school-based assessment that is quality assured by the school and/or the QSA for Authority and Authority-registered subjects.

EXAMS

■ JUNIOR SECONDARY SCHOOLING

Procedures for Exams for Junior Secondary Schooling

You must:

- 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
- Be prepared to sit an exam missed due to illness on the day of return to school unless other arrangements have been made with the HOD for the 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

- iPods
- Mobile Phones—if you are found with your mobile phone on during an exam, you will have any results gained on that assessment immediately cancelled
- Laptops (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)

Conclusion

Failure to follow this School Assessment Policy may result in a range of consequences including detention, lost of semester unit or course credit.

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.

SENIOR SECONDARY SCHOOL SCHOOLING

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

Procedures for Exams for Senior Secondary Schooling

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 an exam missed due to illness on the day of return to school unless other arrangements have been made with the HOD for the 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

- iPods
- Mobile Phones—if you are found with your mobile phone on during an exam, you will have any results gained on that assessment immediately cancelled
- Laptops (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)

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.