Babinda P-12 State School

Secondary (Years 10 - 12) Assessment & Assignment Policy
2011 (Updated 2011 April)

This policy has been developed to inform students, parents and teachers of the key principles and assessment requirements at Babinda P-12 State School.

The process is designed to ensure fairness to all students carrying out assessment tasks and is based on the Queensland Studies Authority Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered Subjects policy, January 2009 and the A-Z of Senior Moderation Handbook, QSA, October 2010.

The policy applies to all Years 8, 9, 10, 11 & 12.
SENIOR ASSESSMENT AND ASSIGNMENT POLICY

Aim

This policy outlines the procedures for submission of work and completion of all assessment (exams, oral, written & practical assignments) in Years 8 - 12.

Background Principles

It is mandatory at Babinda P-12 State School, that students complete and/or submit sufficient assessment items to be eligible for credit of any semester unit for each subject being studied.

Completion of assessment items (both formative and summative) means that students must do all of the work for a subject as stipulated in the work program.

The quantity of work submitted must indicate every attempt has been made by the students to satisfy the specific assessment criteria and thereby meet course requirements.

Subsequent results will form part of the students’ assessment for the subjects and semester units being studied. This will determine the overall levels of achievement being awarded for certification.

Class teachers are responsible for the monitoring of student assessment.

Assessment Schedule

All dates for assessment will be communicated to students and parents at the beginning of each semester in the form of an assessment calendar.

Students will be informed of any date changes and are responsible for amending their assessment calendar.

Failure to Comply

Students who fail to comply with this process and/or fail to submit work or not present for assessment items, will be at risk of not being rated for that assessment task.

A student who repeatedly fails to submit assessment could be deemed not to have met ‘substantial requirements of the course’ as per the Education Act 2002, section 42, and, as a result, would not be awarded credit for the subject. This subject would then not appear on the student’s Queensland Certificate of Education and the student could then become ineligible for an OP (Overall Position). A student who fails or is late to submit assessment on three occasions will be required to Show Cause as to why their enrolment in the course should continue.
Attendance at Exams

a. Students must attend all tests and exams at the scheduled times.

Non- Attendance at Exams

a. Inability to attend an exam
i) Illness:
If a student is ill and / or cannot attend a test or exam the following procedure must be followed:
– The school must be notified before the scheduled test/exam.
– On return to the school the student is responsible for reporting to the Head of Department to make alternate arrangements to sit for the test/exam.
– Proof of illness, a Doctor’s Certificate (years 10, 11 & 12) must be produced to the HoD on the student’s return to school
ii) Prior Knowledge of absence;
Students who know, prior to the respective date that they will be absent for a scheduled test must apply for a Variation To Assessment Due Date Request. If approved the student will be allowed to sit the same paper or a similar paper as negotiated with the HoD.

iii) Exceptional circumstances;
Exceptional circumstances will be considered by the HOD/Principal.

b. Failure to attend an exam

If students fail to attend scheduled exams/tests and do not comply with the conditions outlined above:
– Students will be required to complete the exam/s on the first day of their return to school. This will provide evidence of engagement in course but these instruments will not be used to contribute to level of achievement decisions (years 10, 11 & 12)
– Students will have the result recorded as a NS (Non-Submit).
– Parents/guardians will be notified by Notification Of Student Failing to Attend Exam letter
– Students may need to respond to a Show Cause letter depending on previous instances of Non-Submission.
– Students will be at risk of not being rated for that assessment task and in turn, that semester of that subject.

Cheating/Disruptive Behaviour

If cheating/disruptive Behaviour is suspected during exams, the supervising teacher will sign the student script and collect that part of the exam that has been completed. The student is then to continue with the exam. The supervising teacher will write a report for the Head of Department to make a decision regarding the results for the exam. A copy of the report is to be sent to the HOD as soon as possible for actioning. The student is to report to HOD.
Exam Procedures

Exam conditions are to be exact and consistent.

Teachers are:
- to be organised and on time;
- to be actively vigilant;
- not to collect exam papers until the end of the session;
- not to vary exam conditions eg. give extra time;
- to notify the HoD immediately if students are suspected of cheating/being disruptive.

Students are:
- to be responsible for knowing when their exams are scheduled and to plan accordingly;
- not to leave an exam room without a supervisor;
- not to leave an exam room early or hand in an exam paper before the end of the exam session;
- not to share equipment or stationery eg calculators;
- not to communicate with other students in an exam room.

Assignments

a. Drafting and Monitoring Policy

i. When an assignment draft is due, students must hand copies of their written assignment to the teacher who will keep a record of submission. Teachers will inform students of the number of drafts required. Alternatively students may submit an electronic copy of their written assignment. Feedback is to be returned to the student and another copy of the draft kept by the teacher in case a final assignment is not submitted. In the event of this occurring, the teacher will mark the draft copy and grade it as the final assessment piece.

ii. In reference to the draft submitted, teachers are to provide at least one set of feedback referring to the assessment task sheet and criteria. Teachers will only indicate where attention is required. Students should take responsibility for their own proof reading and editing.

iii. If no draft work is submitted, a Notification Of Student Failing To Complete Draft Assessment By Draft Due Date Letter is sent home or a phone call to parent/carer is made. Student attends teacher supervised detentions. Detentions continue until a suitable draft is submitted.

iv. If student does not attend detentions, teacher refers student to HOD/PRINCIPAL until a draft is submitted.
b. Submission of Assignments

Written assignments are to be submitted NO LATER than 4:00pm on the due date. Students are to submit assignments (where appropriate) in the assessment box located in the main office. Assessment will be date stamped at 4:05pm every day.

Teachers will be expected to send home by mail the non completion of assessment letter for students who fail to submit assessment on the due date. This must be done within 48 hours of the assignment or assessment being overdue.

c. Late and Non - Submission of assessment instruments

Judgments of student achievement in Authority and Authority-registered subjects 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 or fail to submit an assessment instrument, judgments should be made using evidence available on or before the due date.

Evidence proactively collected as part of the teaching, learning and assessment process may be used to make judgments when, for example, a student:

- partially completes an assessment instrument
- does not submit the assessment instrument by the due date
- does not complete a scheduled assessment instrument
- refuses to do an assessment instrument.

Absence on Due Date of Assignments

Students who know they will be absent on the day an assessment item is due for submission must arrange for the item to be submitted before the listed due date or delivered to the school on that date.

Assignment Extensions – Requested by Students

There are only 2 grounds for an application for extension by students:

1. Sickness - a medical certificate is mandatory for Year 10, 11 & 12 students to be given consideration.
2. Extenuating circumstances:
   - family excursions/vacations which necessarily occur in school time;
   - family activities of a very special nature requiring absence from school;
   - bereavement, family breakdown etc;
   - essential sporting/cultural commitments;
   - long-term illness of self or family member.
To apply students should follow the following steps:

- Obtain **Request for Assignment Extension** form from the office as early as possible prior to the due date. (This form will need to be attached to assignment on submission);
- complete and return to the HoD;
- the HoD will consult with relevant class teacher;
- approval or non-approval will be decided upon and the student informed;
- the HoD will forward a copy of the form to the teacher for filing with the Student Profile.

Extensions will be considered on a case by case basis.

**NO EXTENSIONS WILL BE APPROVED ON OR AFTER THE DUE DATE.**

**An Extension to an Assignment Due Date Requested by a Teacher.**

The teacher is to:

- consult with the HoD outlining reasons;
- inform students;
- notify parents in the letter.

**Inability to submit on Due Date of assignment**

If an emergent situation occurs that results in the student being unable to submit an assignment then a **Variation to Assessment Due Date Request** form obtained from the office, should be completed by the student on return to school.

Verification of the circumstances that have caused the student to not be able to submit is required so that application for special consideration can be made to the HoD.

Such circumstances might include:

- sudden, unpredictable illness/injury requiring medical attention;
- family bereavements;
- delicate family or personal circumstances;
- printer or computer malfunction. Each case is to be treated on merit.

**Applications must be made on the day that the assessment is due (not after) to the HoD.**
Non-Completion of Assessment

- a teacher generates a non-completion of assessment letter. The HoD is to sign that. The NON-COMPLETION letter is to inform parents that assessment HAS NOT been completed and it is required to be completed to fulfill the course requirements. It also informs senior students that they may be risking their OP eligibility and they may not receive credit for the semester unit on their QCE;

- non-completion letter sent home.

Sufficiency of coverage

In incomplete student folios, the level of achievement decisions should match the evidence in the student folio. When proactive measures outlined for late and non-submission have been exhausted, and a student has not demonstrated coverage of the course:

- The student may still receive a level of achievement based on available evidence matched against stated syllabus exit standard descriptors.

- Consideration should focus on the number of semesters of credit granted for a level of achievement in the subject.

- The number of semesters of credit recorded on a Senior Statement should reflect the relative coverage of the course of study.

Semester Loss of Credit

- The HoD (after liaison with the Principal) generates notification of loss of semester credit letter for Years 11 and 12 students who have still failed to complete assessment even with the letter previously sent; (The Principal to sign). The second letter is to inform parents/guardians that a student HAS lost credit for a semester unit owing to failing to complete course requirements and this may impact on his/her OP eligibility. The letter also indicates that he/she will not receive credit for the unit on their Queensland Certificate of Education.

- The AO/HOD updates SDCS records to show NR;

- The HOD liaises with the Principal to determine when a student makes himself/herself OP ineligible.

Plagiarism

It is the responsibility of the student to prove authorship of written assignments. Students unable to prove authorship will face a penalty and no result will be recorded for the plagiarized piece/section. Repeat offences will result in disciplinary consequences. Refer to the QSA document Strategies for Authenticating Student Work for Learning and Assessment for further details regarding validation of student work for assessment.
Special Provisions


Special Provisions may apply to any student with specific educational needs. Assessment criteria and standards are not modified, the intent and rigor of the syllabus or Study Area Specification is maintained. In making a decision about special provisions, the school will consider what adjustments to assessment conditions are reasonable in the circumstance. Often students require adjustment to the form of presentation of an assessment instrument and their response to it. The method of transmission of information about the assessment and the way the student presents evidence of their knowledge and skills may be adapted.

Selective Updating of Student Assessment

Students in Years 11 and 12 at Babinda P-12 State School are able to selectively update their assessment subject to the conditions listed below. (Selective updating allows the submission of a new task which may be of a similar nature and completed under similar conditions.)

An application for Selective Updating of an Assessment Item must be submitted to the teacher within four weeks after the results for the assessment item are given to the class. If a student chooses to selectively update an assessment item, the selectively updated result will be the “latest” and hence will replace the previous result in the student portfolio (even if the result is lower than the previous result).

A student may apply to selectively update a given assessment item ONCE. An application to selectively update may only be granted following:

- consultation between the student, teacher and HoD;
- examination of the student portfolio and student profile;
- consideration by HoD and teacher of the reasons given by the student on the Application for Selective updating and if appropriate criteria for selective updating are met.

A student will only be given the opportunity to selectively update an assessment item if application to classwork and homework/study during the learning phase of work, which was being assessed, was satisfactory and the assessment item was genuinely prepared for and attempted.

A student will only be given the opportunity to selectively update an assessment item if he/she can demonstrate that he/she has taken steps to master the material to be assessed to a significantly higher level than was demonstrated on the original assessment. selective updating of assessment items does NOT apply if a student is absent at the time of assessment or does not submit an assessment item.

If an application for selective updating is approved, the class teacher and student(s) will negotiate a suitable time for the assessment to be done. It is recommended that selective updating should occur in the student’s own time (not class time).

A student may appeal to the Principal if his/her application for selective updating is not approved and if he/she considers they have satisfied the required criteria.
Assignment set
- task & criteria sheet issued
- formal draft date set
- final submission date set.

Class time provided
- class time provided for assignment work in keeping with task conditions
- student progress informally monitored.

Draft submitted
- viewed & input provided
- draft mark formally recorded in mark book
- draft photocopied & copy retained by teacher
- original returned to student for amendment/completion.

Draft not submitted
- student questioned
- informed of parental contact
- detention issued.

Parental contact
- letter sent/teacher makes phone call home
- detention outlined.

Detention
- teacher administered detention used to produce draft.

Final assignment submitted
- original draft attached
- assignment marked
- final mark recorded in both mark book and student profile.

Final assignment not submitted
- defer to draft mark
- task & criteria sheet attached to teacher retained draft copy
- draft mark recorded on student profile.

Parental contact
- letter sent/HoD makes phone call home.

Marks returned
- class time provided for student feedback
- assignment returned to student with updated profile
- assignment added to student folder of work
- assignment, folder, profile collected & stored.
Assignment set
- task & criteria sheet issued
- formal draft date set
- final submission date set.

Class time provided
- class time provided for assignment work in keeping with task conditions
- student progress informally monitored.

Draft viewed
- viewed & input provided
- draft mark formally recorded in mark book
- draft annotated & copy retained by teacher
- notes/verbal feedback provided to student for completion.

Draft not completed
- student questioned
- informed of parental contact
- detention issued.

Parental contact
- letter sent/teacher makes phone call home
- detention outlined.

Detention
- teacher administered detention used to produce draft.

Final assignment performed
- assignment marked
- final mark recorded in both mark book and student profile.

Final assignment not performed
- defer to draft mark
- task & criteria sheet attached to teacher retained draft annotations
- draft mark recorded on student profile.

Parental contact
- letter sent/HoD makes phone call home.

Marks returned
- class time provided for student feedback
- assignment returned to student with updated profile
- assignment added to student folder of work
- assignment, folder, profile collected & stored.
Assignment set
• task & criteria sheet issued
• formal draft date set
• final submission date set.

Class time provided
• class time provided for assignment work in keeping with task conditions
• student progress informally monitored.

Draft viewed
• viewed & input provided
• draft mark formally recorded in mark book
• draft annotated/photographed & copy retained by teacher
• original returned to student for amendment/completion.

Draft not completed
• student questioned
• informed of parental contact
• detention issued.

Parental contact
• letter sent/teacher makes phone call home
• detention outlined.

Detention
• teacher administered detention used to produce draft.

Final assignment submitted
• assignment marked
• final mark recorded in both mark book and student profile.

Final assignment not submitted
• defer to draft mark
• task & criteria sheet attached to teacher retained draft annotations
• draft mark recorded on student profile.

Parental contact
• letter sent/HoD makes phone call home.

Marks returned
• class time provided for student feedback
• assignment returned to student with updated profile
• assignment added to student folder of work
• assignment, folder, profile collected & stored.
Exam set
- material to be covered outlined
- exam date set.

Class time provided
- topics to be covered taught in class
- relevant supervised and unsupervised practice given.

Exam

Student absent
- student questioned
- verify legitimacy of absence
- informed of parental contact.

Legitimate absence
- legitimacy verified through medical certificate, parental letter/phone call
- date set for exam re-sit.

Unexplained absence
- legitimacy not verified
- detention outlined.

Parental contact
- letter sent/teacher makes phone call home
- detention outlined.

Detention
- lunch/after school teacher administered detention used to re-sit exam*.

Exam re-sit

Marks returned
- class time provided for student feedback
- exam returned to student with updated profile
- exam added to student folder of work
- exam, folder, profile collected & stored.

*In instances where missed exams are in exam blocks preceding work experience week, students may be required to forgo their first day of work experience to re-sit missed exams.
Variation to Assessment Due Date Request

Part A  To Be Completed By The Student And Parent/Guardian

Student Name: ................................................................................................................................................................................................

Form Class: ................................................................................................................................................................................................

Subject …………………………………………………………………………………………………………………………………………………

Teacher …………………………………………………………………………………………………………………………………………………

My assessment was due on ……………………………………………………………………………………………………………………………

The reason my assessment was not handed in on time (attach a Doctor's Certificate if relevant)……………………………………..

I am able to hand my assessment in on (state date) ………………………………………………………………………………………………………

Student's Signature ................................................................ Parent/Guardians Signature................................................... Date ...../...../....

Part B  Recommended Action By Classroom Teacher

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Teacher's Signature.......................................................................... Date ........./........./……..

Part C  Outcome

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HoD Signature:.................................................................................. Date ........../…...../…....

THE HEAD OF DEPARTMENT IS REQUESTED TO DISTRIBUTE 3 COPIES

(1)For Student/Parents           (2)Teacher (3) Student File

Part D  If a student/parent/guardian/teacher is not satisfied with the outcome, an appeal may be made to the Principal

Reasons for appeal:

Signature:.......................................................................................................... Date: …./…./……
Request for Assignment Extension

Part A to be completed by the student

Student __________________________________________ Year _________
Department ________________________ Subject ________________________
Teacher __________________________________________
Assignment No. /Topic

________________________________________________________

Reason for Extension

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Relevant documentation has been attached (e.g. medical certificate or parent/guardian’s note)
Yes/No
Student’s Signature ________________________________

Part B to be completed by Head of Department

Extension Approval

An extension has been approved YES / NO
The extension has been granted until ________________________________
Head of Department's Signature ________________________________

NOTE THIS FORM MUST BE ATTACHED TO THE ASSIGNMENT WHEN IT IS SUBMITTED.
# Application For Selective Updating Of An Assessment Item

## Section A to be completed by student

<table>
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<tr>
<th>Name</th>
<th>Form</th>
<th>Date</th>
<th>Subject</th>
<th>Teacher</th>
<th>Assessment Item</th>
<th>Date</th>
<th>Reason for application (why was your original assessment unsatisfactory?)</th>
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What action will you take prior to re-assessment to improve your achievement?

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<tr>
<th>Signature</th>
<th>Student</th>
<th>Date</th>
<th>Signature</th>
<th>Parent / Guardian</th>
<th>Date</th>
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## Section B to be completed by teacher

- [ ] Recommended
- [ ] Not Recommended

Comment

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<th>Date</th>
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## Section C to be completed by HoD

- [ ] Approved
- [ ] Not Approved

Comment

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Notification Of Student Failing To Complete Draft Assessment By Draft Due Date Letter

«Date»

«Title»
«Address1»
«Address2»

Dear «Title»

Notification Of Student Failing To Complete Draft Assessment By Draft Due Date

Re: «Student_Name», <Form Class>

This letter is to inform you that «Student_first_name» has failed to complete the assessment draft for «subject» which was due on «Due_Date».

Under Babinda P-12 State School’s assessment policy, «Student_first_name» is required to complete the assessment draft. The assessment draft will now be completed in a lunch or after school time negotiated with «Student_first_name»’s teacher.

Non-completion of assessment represents a failure to complete the course requirements and may result in a non-rating being given to the student in that subject for the semester unit.

For Year 11 and 12 students, this may jeopardise the number of semester units recorded on the QCE, OP eligibility and tertiary entrance.

It is important that students learn to manage their time and meet deadlines.

Should you wish to discuss this matter further, please do not hesitate to contact the Head of Department on 40678333

Yours sincerely,

……………………………..  ………………………………..  ……………………
Class Teacher   Head of Department   Principal

Notification Of Student Failing To Complete Assessment By Due Date Letter
Dear «Title»

Notification Of Student Failing To Complete Assessment By Due Date

Re: «Student_Name», <Form Class>

This letter is to inform you that «Student_first_name» has failed to complete the assessment for «subject» which was due on «Due_Date».

«Student_first_name» failed to apply for an extension, as required, prior to the due date.

Under Babinda P-12 State School’s assessment policy, «Student_first_name» is required to complete the assessment. Given that the final assessment has not been submitted, the draft mark will be recorded. In the instance were a draft was not submitted, «Student_first_name» will not be rated for this assessment task.

Non-completion of assessment represents a failure to complete the course requirements and may result in a non-rating being given to the student in that subject for the semester unit.

For Year 11 and 12 students, this may jeopardise the number of semester units recorded on the QCE, OP eligibility and tertiary entrance.

It is important that students learn to manage their time and meet deadlines.

Should you wish to discuss this matter further, please do not hesitate to contact the Head of Department on 40678333

Yours sincerely,

……………………………..  ………………………………..    …………………………
Class Teacher   Head of Department     Principal

Notification of Loss of Semester Credit Letter
Dear «Title»

Notification of Loss of Semester Credit

Re: «Student_Name», <Form Class>

Our records indicate that «Student_First_Name» has received a “No Rating” in «Subject» for Semester «No».
This has occurred because «Student_First_Name» failed to fulfil all course requirements.

Given this, your child may be ineligible to receive an Overall Position (OP) as he/she has lost credit for the semester of work for which a “No Rating” was received. She/He will also not receive credit for the unit of work on their her/his QCE.

Please contact the school on 40 678 333 if you wish to discuss this in more detail.

Yours sincerely

…………………………
Principal