Assessment Policy

This policy applies to all students currently enrolled at Tannum Sands State High School to ensure fairness and equity. The goal is to support students to become independent learners equipped with appropriate knowledge and organisational skills. It is intended that this policy will inform all matters related to assessment. The central purpose of assessment is to improve the quality of teaching and learning, and raise the standards achieved by all students, both now and in the future. Students are provided with a balanced variety of assessment opportunities and contexts to demonstrate their knowledge, skills and abilities. It may include: tests, exams, assignments, reports, orals, practicals or multimodal tasks.

Relevant legislation & policy

- Late submission and non-submission of student assessment in Authority subjects and Authority-registered subjects – Queensland Studies Authority (QCAA) Jan 2009;
- Strategies for authenticating student work for learning and assessment – QCAA;
- Queensland Curriculum, Assessment and Reporting framework;
- Sufficiency of Coverage and Adequacy of Assessment for Students to Receive Results on a Senior Statement, QCAA Memo no 091/08, 12 November 2008.
- Curriculum framework for Education Queensland schools: Years 1-10 Assessment: Policy and Guidelines;
- Subject area QCAA syllabus documents.

Responsibilities

Teacher/School Responsibilities

- Publish all assessment dates on the school calendar
- Provide copy to student;
- Enable access on school website;
- Provide students with a course outline enabling organisation of a study plan;
- Provide students with assessment instruments in an appropriate time frame;
- Ensure students record due dates in their organisers;
- Task sheet conditions will include a draft date to allow progressive monitoring;
- Provide appropriate class time for research, revision or compilation of assessment;
- Provide feedback to students on draft and final assessment tasks in a timely manner;
- Keep a copy of the draft assessment;
- When no draft is submitted or there is a lack of significant progress an Academic Infringement will be recorded in OneSchool;
- Contact will be made with the parent/guardian and then recorded in OneSchool;
- Collect final student copy at start of lesson on due date;
- Use this lesson for students who do not submit a final copy to provide evidence;
- Parents will be notified and this is recorded in OneSchool;
- A Notification of Late Assessment Form must be submitted to the relevant HOD;
- Enact procedures ensuring quality assurance in the marking of assessment instruments.
- Record grades on a profile sheet immediately after each assessment.
- Senior student evidence will be stored in individual student folios.

Student Responsibilities

- Record due dates in organiser
- Ensure all assessment tasks submitted are the original work of the student;
- Present a draft to teachers for each assessment;
- Demonstrate mandated requirements of the course;
- Submit assessment tasks by the due date;
- Make back up files and save work regularly;
- Senior students absent on due date may need to supply a Medical Certificate or equivalent to substantiate the absence;
- Non-submit by the due date means students will be awarded standards on the evidence available prior to that date;
- Complete and submit to the relevant Head of Department (HOD) an 'Application for Extension – Assessment' form at least three days prior to the due date;
- In cases of extenuating circumstances for example, serious illness, accident or family bereavement the timeframe can be less but it must be substantiated with appropriate documentation eg. medical certificate.
- Senior Students may be eligible for QCAA’s Special Provisions Policy but communication with the relevant HOD/DP/GO is needed before this can be determined.

Parent/Caregiver Responsibilities
- Encourage students to submit all assessment instruments by the due date;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.

Parents may request to see marked assessment.
Years 7/8/9/10 - teachers will forward copies to parents, once results have been recorded on profiles.
Years 11/12 – parents can sight the work at school. QCAA processes prevents assessment scripts being forwarded home until Term 1 after Year 12 has been completed. Student work may be destroyed after June that year or the deadline advertised in the school newsletter.

ACADEMIC (or INTELLECTUAL) DISHONESTY POLICY
Academic dishonesty is a serious breach of school rules and includes both cheating and plagiarism. Cheating involves situations where students gain an unfair advantage during a testing situation. Cheating may include, but is not limited to, the following offences:
- copying work from another student or allowing your work to be copied;
- accessing unauthorised information during a test or exam (electronic or written);
- sharing details of questions on an exam with other students.

In cases where there is evidence of cheating or plagiarism, teachers MUST refer to the relevant Head of Department. Management of such incidents will be in accordance with QSA policy on authenticating student work for learning and assessment and the school’s Responsible Behaviour Management Plan.

Students need to implement suitable referencing to
i. avoid intentional or unintentional plagiarism and
ii. allow readers to verify the credibility of the information.

Consequences of Academic dishonesty
- The section of work that is proven to be cheating or plagiarism will not be marked.
- Remaining sections of work will be used to determine a result.
- Where the entire work is the result of cheating or plagiarism the general principle is that results will not be counted for overall grades.
- HOD may request the submission of additional work, under whatever conditions are considered necessary in order to meet assessment requirements.
- If a student is suspected of cheating during an exam/test, the work completed should be removed immediately and annotated with time and details. A new paper should be issued so the student can complete the remainder of the paper with integrity.
- In all cases:
  - Students and parents will be required to meet with the relevant HOD and Deputy Principal.
  - As per the Responsible Behaviour Plan, consequences may include internal or external suspension,
- depending on the severity of the cheating or plagiarism.

Absent on Due Date
If absent due to illness, please inform the administration office on the day. Where possible, the assessment should still be submitted via alternate arrangements especially critical for Senior students studying authority subjects. The student must see the relevant Head of Department immediately on their return and hand in the completed assessment item; even if completion is only partial. The absence must be substantiated with some form of documentation e.g. medical certificate, parental note.

For Senior students, the Head of Department will make a decision on credit to be awarded for the item by attaching the Assessment Credit Advice to the late assessment. The item can only be submitted for grading if consideration can be given under QCAA’s Special Provisions Policy. This may mean that draft work submitted becomes the final copy and is graded accordingly. If Special Provisions is not possible, a letter of Loss of Semester Credit may need to be issued. This may have implications on OP and QCE eligibility.

Junior students who do not submit the assessment on their return will be required to sit and complete the assessment item to an acceptable standard. Judgments of student achievement are made by matching a body of evidence provided by students’ responses to the assessment criteria. When teachers have evidence from progressive monitoring judgements will be made from this work.

**Loss of Semester Credits (Senior Students)**

QCAA policy on late submission and non-submission of student assessment in Authority subjects and Authority-based subjects allows for a school to determine whether loss of credit for a semester of the course of study is warranted. It may have implications on OP and QCE eligibility for Senior students. This decision is based on consideration of:

- substantive requirements of the course of study being completed
- judgements must be based on evidence available on or before the due date

A letter of warning regarding possible Loss of Semester Credit will be issued after an assessment item has not been submitted. If the item not submitted is the last assessment item for the two year course of study, the issue of this letter may not be possible. However, there will be parental contact advising the Loss of Semester Credit. A letter of Loss of Semester Credit will be issued at end of semester if insufficient assessment has been completed. The HOD must discuss this with the DP responsible for SDCS prior to the issue of the letter. The student profile and evidence of previous contact must be produced at this time.

**Consideration Due to Extended Legitimate Absence**

When absence extends to several weeks or months there are processes available to support the student and family. Examples of circumstances affecting student progress in this way may include: contraction of Chronic Fatigue syndrome, recovery from major surgery, attendance at an international sporting carnival.

Students facing this circumstance are invited, via a form available from the Principal, to apply to have special provisions put in place. Special provisions are simply a ‘check and balance’ that enables reasonable adjustments to be made to conditions of assessment to ensure equitable opportunities for all students.

**Forms associated with Assessment Policy** - students need to collect these forms in advance from the Head Of Department for the particular subject area:

- Application for Extension
- Notification of Late Assessment
- Task Sheet Receipt
- Letter of Warning for Loss of Semester Credit
- Letter of Loss of Semester Credit
- Letter of Change to OP or QCE eligibility as a result of Loss of Semester Credit/s.