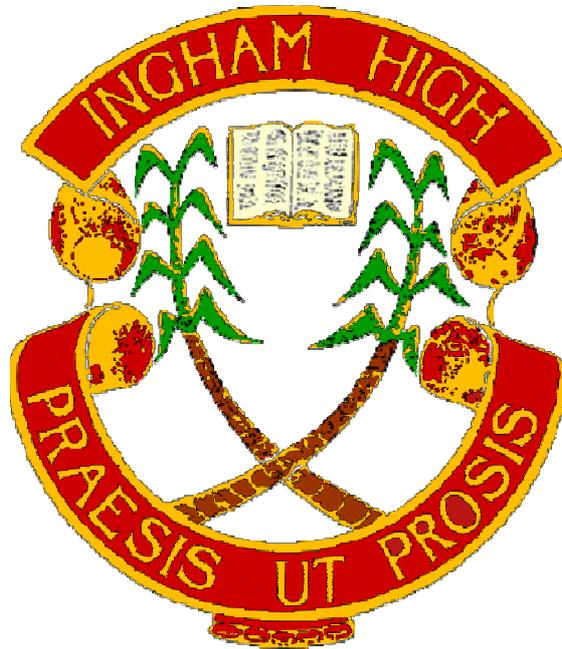


# Ingham State High School



# Assessment Policy

This policy has been developed to inform students, parents and teachers of the key principles and assessment requirements at Ingham State High School.

The aim is to maximize the opportunity for students to demonstrate what they know and can do. The process is designed to ensure fairness to all students carrying out assessment tasks.

This whole-of-school policy and approach, reflects the principles and policies of the Queensland Studies Authority Policy and applies to all subjects based on Queensland Studies Authority syllabuses.

This policy applies to students in Years 7, 8, 9, 10, 11 & 12.

## A Aim

This policy outlines the procedures for submission of work and completion of all assessment items (including exams) in Years 7, 8, 9, 10, 11 and 12.

## B Background Principles

It is mandatory at Ingham State High School that students complete and submit assessment items. These will provide evidence for sufficiency of coverage and adequacy of assessment for students to be eligible for credit of any semester unit of each subject being studied (as determined by Head of Department).

Completion of assessment items, both formative and summative, means that students must do all the work set by the school or set out in the work program for a subject.

The quality and 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.

Judgements of student responses can only be made:

- where there is student work to match with syllabus standards descriptors
- using syllabus standards associated with exit criteria
- based on evidence available on or before the due date.

A standard can only be awarded where **evidence** has been demonstrated. An “E” standard cannot be awarded to an assessment item where there is no evidence. It would be considered a **non-submission**.

Subsequent results will form part of the student’s assessment for the subjects and semester units being studied leading to overall gradings for Years 7, 8, 9 and 10, exit levels of achievement being awarded for certification in Years 11 and 12.

## C Assessment Schedule

All due dates, **including (draft and final)**, for assessment items will be communicated to students and parents at the beginning of each semester via the assessment schedule.

Dates on the assessment schedule are set, unless a date change is made in consultation with the Head of Department. Students affected will be informed of any change of dates.

## D Failure to Comply

Students are required to complete and submit all assessment items as prescribed by the school and respective work program **on or before the due date**. Consequently, a failure to submit assessment on or before the due date could directly impact on the QCE and OP eligibility for Year 11 and 12 students.

Students who fail to comply with this process and/or fail to submit work or not turn up for assessment items, will not be rated for that particular assessment item. This will be recorded as a NS (non-submission by due date) on the student profile and also on OneSchool.

A student who fails to submit assessment for a subject, as per work program, could be deemed to have insufficient coverage of a subject and not be adequately assessed. As a result the Principal could decide not to award a result in that subject. Alternatively, if a result is awarded in Years 11 and 12, the number of semesters credited to a student's course of study could be reduced.

For students (all year levels) who fail to submit assessment on or before the due date (including exams) on a first occasion, parents will be notified via a **Letter of Non-submission**.

For subsequent occasions when students in Years 7, 8, 9 & 10 fail to submit assessment, parents will be notified via a **Letter of Non-submission**. The Head of Department will follow up to develop processes with the student to support the completion of future assessment.

Across all subjects studied, in Years 11 and 12, students who fail to submit assessment on or before the due date (including exams) on a second occasion in a semester will receive a **Letter of Non-compliance**.

Across all subjects studied, in Years 11 and 12, students who fail to submit assessment on or before the due date (including exams) on a third occasion in a semester will receive a **Letter to Show Cause** as to why their enrolment at Ingham State High School should continue.

## **E Exams**

### **ATTENDANCE AT EXAMS**

Students **must** attend all tests and exams at the scheduled time.

### **NON-ATTENDANCE AT EXAMS**

#### **(a) AN INABILITY TO SIT 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.
- Immediately on return to the school the student is responsible for reporting to the Head of Department/Deputy Principal (in the case of block exams) to make alternate arrangements to sit for the test/exam.
- Proof of illness, a Doctor's Certificate, must be produced (Senior School) on the student's return to school, and be handed in at the general office or to the Deputy Principal in charge of block exams.

##### **(ii) Prior knowledge of absence**

Students who know, prior to the respective date, that they will be absent for a scheduled test, must apply through the Head of Department for a

**Special Provisions Variation to Assessment** form. These forms are available from the general office or school website.

If approved, the student will be allowed to sit the same paper or a similar paper. Students must report to the Head of Department/Deputy Principal (in the case of Block Exams) immediately upon return to school.

(iii) **Exceptional circumstances**

Exceptional circumstances will be considered by the 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 have the result recorded as a NS (Non-submission).
- Students may need to respond to a Show Cause Letter depending on previous instances of Non-submission in Years 11 and 12.

**CHEATING**

If cheating/disruptive behaviour is suspected during exams, the supervising teacher will immediately collect the exam paper. The student is then issued with a clean exam paper to continue with the exam. The supervising teacher will write up a report for the relevant Head of Department to make a decision regarding the results for the exam.

## **F Assignments**

**DRAFTING AND MONITORING POLICY**

- 1 Each teacher is required to have a system of monitoring and recording for collecting and gathering evidence (eg class work, rehearsal notes, drafts, photographs of work, teacher observations) through the teaching, learning and assessment process.
- 2 When an assignment draft is due, students must hand in two copies of their written assignment to the teacher who will **keep** a record of submission. Alternatively, students may submit an electronic copy of their written assignment after advising their teacher. One copy with feedback is to be returned to the student and the other copy is to be 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.
- 3 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.
- 4 If no draft (2 copies) is submitted, the teacher will arrange for the student to produce a draft in the next timetabled lesson either in class or in a buddy teacher's class.
- 5 If still no draft (2 copies) is received, parents are to be informed by the teacher. Head of Department to counsel the student on consequences of failing to provide evidence by the due date.

**SUBMISSION OF ASSIGNMENTS**

Written assignments are to be handed to the subject teacher on or before the due date. Students **should ensure** the teacher signs off the assessment task in their student planner.

If for some reason the assignment needs to be handed in to the general office, it must be handed in by 4:00 pm. Students should ask an office/administration staff member to sign and date stamp their student planner.

Assignments can also be emailed by 9:00 pm on the due date, after advising their teacher, to [assignments@inghamshs.eq.edu.au](mailto:assignments@inghamshs.eq.edu.au) or to your subject teacher's email address.

Assignments submitted by email **will not** be printed in colour by the school.

### **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 it to be submitted before the listed due date, delivered to the school or emailed on the due date.

### **ASSIGNMENT EXTENSION OF TIME – REQUESTED BY STUDENTS**

There are only two (2) grounds for students to apply for an extension of time to complete assignments:

#### **(i) Illness**

A medical certificate is **mandatory** for Year 10, 11 & 12 students.

A letter is required from parents for Year 7, 8 & 9 students.

#### **(ii) 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 FOR AN EXTENSION OF TIME**

#### **STUDENTS SHOULD FOLLOW THE FOLLOWING STEPS:**

- Obtain **Special Provisions Variation to Assessment** form from the general office or school website as early as possible prior to the due date. (This form will need to be attached to assignment submission).
- Complete and return to the subject teacher.

**then,**

- Head of Department will consult with relevant class teacher.
- Approval/non-approval will be granted and student given copy of form.
- Teacher/Head of Department will file in student's folio.

If a delicate family matter or personal circumstances applies, the application can be lodged directly with the Guidance Officer, Community Education Counsellor, the Year Level Coordinator or the Principal who will consult with the relevant Head of Department. Extensions will be considered on a case by case basis.

It is not a justification for the non-submission of assessment if students have been denied access to the school's computer network.

**NO EXTENSION OF TIME WILL BE APPROVED ON OR AFTER THE DUE DATE.**

### **Unforeseen Inability to Submit Assignment on Due Date**

If a situation occurs suddenly, with the student being unable to submit an assignment, then a **Special Provisions Variation to Assessment** form should be completed immediately on the student's return to school.

Verification of the circumstances that have caused the students to not be able to submit the assignment is required so that application for special provision can be made to the respective Head of Department.

Such circumstance might include, but not be limited to:

- sudden, unpredictable illness/injury requiring medical attention;
- family bereavements; and
- delicate or personal family circumstances.

School being notified of the circumstance on the due date is recommended so that the relevant Head of Department/Deputy Principal is informed.

### **PLAGIARISM**

Students must ensure that an assignment consists of their work only. The penalty for plagiarized work, or work that contains heavy input from someone else (eg large amounts copied from the Internet or another person's assignment) will be the cancellation of the parts of the assignment which are shown to be plagiarized. The assignment will be graded on the remaining material. Significant plagiarism could result in the assessment task being deemed a non-submission.

### **CHEATING IN ASSIGNMENTS**

Cheating occurs when a student has copied all or part of another student's assignment. One or both students may be subject to penalty when there is evidence that cheating has occurred. The subject teacher will write up a report for the relevant Head of Department who will make a decision regarding the results for the assignment and any further action to be taken.

### **SPECIAL PROVISIONS**

"Special provisions" means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students.

Special provisions may be particularly relevant for students with specific educational needs requiring reasonable educational adjustment or exemption for assessment.

Students with specific educational needs should have their needs considered in a proactive way – to design inclusive learning and assessment programs, and to provide opportunities for alternative assessment arrangements. The school guidance officer and/or the Head of Special Education Services should be consulted.

## **G Appeals**

Appeals against decisions concerning Special Provisions Variation to Assessment are to be made to the Principal.

## **RELATED DOCUMENTS**

Ingham State High School has developed this Assessment Policy to be consistent with the following documents:

- QSA 2009, Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-Registered Subjects.
- QSA 2009, Policy on Special Provisions for School-based Assessment in Authority and Authority-Registered Subjects.
- QSA 2009, Strategies for a School-based Policy for Late and Non-Submission of Student Responses to Assessment Instruments.
- QSA 2008, Sufficiency of Coverage and Adequacy of Assessment for Students to Receive Results on a Senior Statement, QSA Memo No 091/08, 12 November 2008.
- QSA 2004, Principles for students revisiting semesters and undertaking additional assessment in Authority subjects and Authority-registered subjects, June 2004.
- Relevant QSA syllabus documents.