



Assessment Policy

Rational

Maroochydore State High School strives to achieve excellent outcomes for all through empowering high performance. It aims to do this through the My Personal Best process where students set their own targets for attendance, engagement and assessment and submitting all assessment requirements is crucial for improving outcomes.

This policy applies to all students currently enrolled at Maroochydore State High School. It details procedures to be followed in applying for an extension of time to complete an assessment task, late submission and non-submission of student responses to assessment tasks. It also details procedures relating to examination requirements and possible consequence that may occur in the event of student misconduct relating to assessment.

Policy Guidelines

This policy incorporates:-

- a) the conditions under which students submit/complete pieces of assessment;
- b) how students and parents are notified about planned assessment and where necessary, non-submission of assessment; and
- c) procedures for dealing with cases of late or non-submission of assessment.

This policy has been developed to

- a) comply with the Queensland Studies Authority's Policy Statements; *P – 12 Assessment Policy* (April 2009), *Late Submission and non-submission of Student Responses in Authority subjects and Authority Registered subjects* (January 2009) and *Special Provisions for School-based Assessments in Authority and Authority-registered Subjects* (January 2009); and
- b) be fair to all students and to ensure that students meet their obligations regarding completion of a course of study.

Procedures

It is intended that every student (except under exceptional circumstances) will complete every assessment item to a satisfactory level of effort within the term that the piece is due!

An "Assessment item" is defined as a task undertaken by a student over a specified period of time, which contributes to the student's overall assessment profile for a particular subject. These items may be in the form of a Test/Examination or an Assignment.

An assignment may include:

- Major research projects
- Folios of work
- Works of art
- Field Trips
- Practical performances
- Extended writing tasks
- Reports
- Models
- Individual or Group Oral Presentations

Specific Requirements: Assignments

- a) Assignments are included as an integral part of both learning and assessment programs in most subjects. These assignments are compulsory. **ALL assignments at this school must be the student's own work** and proved to be so, through the drafting process in every subject. Any assignment/ assessment that is found to contain plagiarism and/or is copied or written by someone else may receive a Loss of Credit.
- b) All assignments in years 8 -10 will have 3 important checkpoints that are clearly identifiable on the task's cover page. An interim checkpoint, a draft due date and the final due date. If a student does not meet their commitment at any of these important junctures, the classroom teacher will phone parents to inform them of the outstanding work and consequences to be applied.
- c) Assignments must be completed and presented by the due date/time unless an extension has been granted where exceptional circumstances exist. The Head of Department and Deputy Principal will sign off on a "Request for Assignment Extension Form" to grant an extension. A minimum of 2 days notice is required.
- d) Absence on the due date requires the following:
- The work must be delivered to the school; emailed directly to the teacher; or posted in manner that clearly shows posting on the same day as the due date.
 - Contact should be made with the school if the work cannot be presented.
 - Students in Years 11 & 12 must produce a medical certificate to support their absence on that day.
 - Absence due to bereavement or other special circumstances on the due date must be supported by written/verbal parental communication if it is not possible to send the assignment to school with a friend or relative.
- e) If a student has had an extended absence prior to the due date, or a bereavement/family upset he or she may request an extension of the due date. All such requests are made to the HOD and to the Deputy Principal. If such a request is granted then the above conditions apply to the revised due date. The required proforma should be used (available from the office).
- f) Any application for an extension of the due date must be made in advance **at least two days before the due date**. Only in extreme circumstances verified by parents (e.g. unexpected illness) can an extension be requested on the due date. A parent letter **MUST** be received by the Head of Department. Absence due to illness on the due date must be supported by a medical certificate for Years 11 and 12. Reasons which indicate a lack of effort, or commitment by the student, are not acceptable reasons for making a request to extend the due date.
- g) **Staff** wishing to apply for a whole class extension to an assignment must seek prior advice from the Faculty Head of Department one week in advance of the due date. Where a whole class extension is granted, all students need to be informed of the change in due date at least one week before the due date so that they can manage their study tasks and commitments accordingly.

N.B. in all cases a "Request for Assignment Extension" must be completed before an extension can be granted (Forms available from the office).

Assignments which satisfy the above criteria, and for which an extension has been endorsed by the HOD (and Deputy Principal), will be assessed and credited towards the student's interim or exit level of achievement. Students will have *fulfilled course requirements* only when assignments and other required tasks are completed. All students/parents and caregivers should be familiar with the school's Good Standing Policy.

- h) Late assignments which do not satisfy the above criteria will be:
- commented on;
 - not given credit unless approval is given by the Faculty HOD and Deputy Principal; and
 - awarded a grade **based on** the assignment "draft" level of achievement, if draft work has been completed.
- i) Failure to submit an assignment or sit a test in Years 8, 9 or 10 will result in
- No grade being awarded unless there is evidence of work in class or a draft upon which an assessment can be made.
 - Consequences for lack of progress/effort will be applied by the classroom teacher, in consultation with the

Faculty HOD, after any checkpoint (interim/draft/final) which may include lunchtime and/or afterschool detentions. Students who continue to fail to submit assignment work will be referred to the faculty HOD.

At this point the faculty HOD will;

- Inform the year level HOY/DP team
- Ring the parent and organise times for the student to complete the assignment. This may include after school, Saturday mornings, Student Free Days or during regular school days where the student will be withdrawn from their regular routine.
- Record the incident on Oneschool.

In cases where the student has multiple outstanding pieces of assessment the year level HOY/DP team will assist to get the work completed.

- After the final due date, on return to school students will be required to either hand in their completed work or be immediately withdrawn from the regular class to complete a 'satisfactory' assignment. The classroom teacher will action this process in consultation with the Faculty HOD. *A satisfactory assignment is one in which the student has properly attempted every possible section of the assignment. This will be judged on the effort made to complete the work and not the quality of the work.*

j) Failure to submit an assignment in Years 11 or 12 will result in

- The student being graded on the work submitted in the draft – (teacher and HOD make a judgement about criteria and standards achieved). The work will not receive any further comments.
- If no draft is submitted the student will be graded on the work that the teacher had monitored during in class time - (teacher and HOD make a judgement about criteria and standards achieved). The work will not be commented on.
- A possible loss of credit for the semester/subject. (Decisions about potential loss of credit are made in consultation between the Head of Department and relevant Deputy Principal).
- The student being required to submit a completed assignment which attracts comments, but not a "Level of Achievement", in order to progress to the next semester in that subject.
- The appropriate action being taken under the Good Standing Policy via the Faculty HOD.

Specific Requirements: Tests/Examinations

- a) Tests/Examinations are included as an integral part of both learning and assessment programs in most subjects and as such are compulsory.
- b) Students must attend on days when Tests/Examinations are scheduled.
- c) Students who miss exams during block exam times **may** be able to sit for those exams **provided** this is done in the exam catch up session(s), and provided they have brought a note (Years 8, 9 and 10) / medical certificate (Years 11 and 12) explaining their absence during exam time. Other circumstances must be approved by the relevant HOD (and Deputy Principal). Students who miss exams during their normal class lessons should complete those exams as instructed by their teacher / HOD. Early examinations will only be permitted in consultation with the Faculty HOD and/or relevant Deputy Principal.
- d) Students who miss exams without a medical certificate or special consideration/exemption will usually be awarded a no result (N) and a Loss of Credit for Semester/Subject in Year 11 and 12. (This decision will be made by the Faculty HOD and Deputy Principal).

Students in Year 11 and 12 who repeatedly fail to submit assignments or sit for tests/examinations will be subject to the Good Standing Policy and may have their enrolment cancelled for refusal to participate in the program of instruction provided.

→ Assessment – Procedures For Late Or Non-Submission

Type Of Late/Non-Submission	Immediate	Possible End of Semester/ Course
Assignment – failure to submit draft by interim checkpoint, due date or have completed required tasks by check date.	<ul style="list-style-type: none"> • Teacher contacts parents by phone and applies consequences, detentions/ after school detentions. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • Depends whether completed assignment submitted and whether by due date.

<p>Assignment – submitted late and</p> <p>a) draft assignment has been completed</p> <p>or</p> <p>b) draft assignment not submitted but student worked on task in class and teacher monitoring verifies this.</p>	<ul style="list-style-type: none"> • Commented upon (draft). <p>a) Student graded on the work submitted in the draft - teacher and HOD make a judgement about criteria and standards achieved.</p> <p>b) Student graded on the work that the teacher had monitored during in class time- teacher and HOD make a judgement about criteria and standards achieved</p> <ul style="list-style-type: none"> • Cover sheet with appropriate notations or any other evidence filed. • Appropriate GS letter sent. 	<ul style="list-style-type: none"> • Student retains credit. • LOA includes grades received for draft assignment.
<p>Assignment - not submitted and</p> <p>a) draft assignment has been completed.</p> <p>or</p> <p>b) draft assignment not submitted but student worked on task in class and teacher monitoring verifies this.</p>	<ul style="list-style-type: none"> • Student required to submit progress – not commented upon. <p>a) Student graded on the work submitted in the draft - teacher and HOD make a judgement about criteria and standards achieved.</p> <p>b) Student graded on the work that the teacher had monitored during in class time- teacher and HOD make a judgement about criteria and standards achieved</p> <p>Teacher withdraws student and makes arrangements, via HOD, for the student to immediately complete the work to a ‘satisfactory’ standard. Parents phoned.</p> <ul style="list-style-type: none"> • Cover sheet with appropriate notations filed. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • Student retains credit. • LOA includes grades received for draft assignment. • LOA reflects the extent to which there has been sufficient coverage of the substantial elements of the course.
<p>Assignment - not submitted and no evidence of draft work of any sort.</p>	<ul style="list-style-type: none"> • Student will be required to submit. Teacher/Faculty HOD phones parents to arrange times for the student to complete the assignment. After school, Saturday mornings, or during the regular daily routine. Recorded on Oneschool. <p>Students will not attend classes in the following term until ALL assessment is completed to a ‘satisfactory’ standard for that subject.</p> <ul style="list-style-type: none"> • Non submit and no rating entered on profile. HOD to determine outcome with teacher. (Student Equity/Fairness must be considered before any credit can be awarded.) • Appropriate GS letter 	<ul style="list-style-type: none"> • ** Possible Loss of Credit • Judgement made about whether students retains credit largely depends upon whether the assessment is formative or summative. • If formative, there should be sufficient evidence to make a judgement about an LOA on exit. The student may receive a “Not Yet Rated” on the semester report and is credited with completion of the semester (or there may be enough evidence to make a judgement of a semester report LOA). • If summative and if no judgement is able to be made about substantial mandatory aspects the student receives Loss of Credit for the Semester. This may also contribute to a judgement being unable to be

	sent/action taken.	made about an Exit LOA.
Late Assignment accompanied by medical certificate or special provisions documentation.	<ul style="list-style-type: none"> • Assignment marked, commented upon and a notation recorded. • Documentation stapled to assignment. 	<ul style="list-style-type: none"> • Due consideration is given in the awarding of a Semester LOA or Exit LOA if the result was "atypical"
Non Submit of an Assignment/ Inability to sit class test or exam but extenuating medical or special circumstances.	Special Provisions Policy applied.	
Failure to attend exam or class test but with medical certificate or special provisions documentation.	<ul style="list-style-type: none"> • Student sits exam immediately on return to school, (to enable student to progress). • Exam marked, commented upon and a notation recorded. • Documentation stapled to exam. 	<ul style="list-style-type: none"> • Due consideration is given in the awarding of a Semester LOA or Exit LOA if the result was "atypical"
Failure to attend exam or class test with no medical certificate or no special provisions documentation.	<ul style="list-style-type: none"> • Student sits exam immediately on return to school. • Exam marked, not commented upon and non submit and no rating entered on profile. Final credit decision to be made by teacher and Faculty HOD looking at the 'global' picture. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above.
Student sits exam or class test at scheduled time but only writes name on paper.	<ul style="list-style-type: none"> • Student resits exam at first available opportunity. • Exam not marked, not commented upon and non submit and no rating entered on profile. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above.
Refusal to attend exam or class test or repeated refusal to attempt exam (see above).	<ul style="list-style-type: none"> • Appropriate disciplinary action – e.g. suspension/GS Policy/cancellation. 	<ul style="list-style-type: none"> • Cancellation of enrolment
Failure to attend an Individual Oral Presentation	<ul style="list-style-type: none"> • Teacher submits name to HOD. HOD notifies home. • Medical Certificate is supplied by student for assessment to be considered • Without the required documentation a student's result is awarded to script draft & visual support(if available) • Orals will not be rescheduled without Special Provisions being granted. 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above. • A draft of Assessment Response is to be included in Student Folio • NR noted on Profile • GS applied
Failure to attend a Group Oral Presentation	<ul style="list-style-type: none"> • See above (directly) • Attending Group Members present with a reader and no jeopardy to their results • Orals will not be rescheduled without Special Provisions being granted. Group is 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above. • A draft of Assessment Response is to be included in Student Folio • NR noted on Profile • GS applied

	rescheduled to allow full participation at no jeopardy to results	
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Revisiting Semesters and Undertaking Additional Assessment

See the QSA Information Statement: Revisiting semesters and undertaking additional assessment in Authority and Authority-registered subjects October 2010.

Support

A list of assessments is issued early each semester so that parents and students are aware of these commitments and can plan study programs accordingly. Students are actively encouraged to seek out assistance from subject teachers or Heads of Department if they are experiencing difficulties with assessment tasks. Time management, study skills and stress management are embedded in the whole school Pastoral Care program.