

# Assessment Policy



## **Bribie Island State High School** **Assessment/Assignment Policy**

**December 2015**

### **Student Assessment**

This policy provides direction for the school community on the development, administration and reporting of student assessment and outcomes at Bribie Island SHS. Adherence to this policy will ensure that students are treated consistently and equitably when completing assessment tasks. Assessment procedures at Bribie Island SHS are designed to meet the accountabilities required by the QCAA which is the statutory body responsible for curriculum from P to 12.

### **BACKGROUND SENIOR SCHOOL SCHOOL-BASED ASSESSMENT**

The QCAA issues every student a Senior Statement at the end of Year 12. The Senior Statement is a summary of all studies undertaken by students during Years 11 & 12. QCAA also issues the Queensland Certificate of Education (QCE). The QCE is issued to those students who have reached a minimum standard set by the QCAA. Students with disabilities may elect to enrol in the Queensland Certificate of Individual Achievement (QCIA).

All assessment that contributes to the Senior Statement is delivered through QCAA approved courses derived from QCAA syllabi, Subject Area Specifications or stand-alone VET courses.

The assessment system used by Queensland secondary schools for QCAA syllabi is called criteria-based assessment. Moderation is a system of quality control operated by the QCAA to ensure that assessments given by schools meet minimum standards and are comparable across the State.

Subject Area Specifications, VET subjects and Certificate level qualifications are assessed through competency based assessment according to Australian Qualification Training Framework (ASQA) guidelines.

Senior students who wish to receive an Overall Position (OP) must also sit the Queensland Core Skills Test (QCST). This test is administered throughout the state under strict conditions. This test consists of four test papers - Writing Task, Short Response and two Multiple Choice papers. Non OP eligible students are able to sit the QCST if they wish. Students studying Cert III qualifications are actively encouraged to sit QCS.

### **AUSTRALIAN CURRICULUM**

ACARA is responsible for the development of the Australian Curriculum from Foundation to Year 12. The development of the Australian Curriculum will occur over three broad timeframes and is guided by two key documents; the Melbourne Declaration on Education goals for Young Australians and the Shape of the Australian Curriculum.

**NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY - NAPLAN** The NAPLAN tests are designed to assess the skills of Australian students in literacy and numeracy.

The specific purposes are:

- To collect data from the population of Year 7 and 9 students for reporting to parents/carers and schools for systematic reporting



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- To accommodate the assessment of students against national minimum standards.

### **Assessment Policy**

#### **NON ATTENDANCE ON ASSESSMENT DAYS**

In the event of a student being sick or involved in extracurricular activities approved by administration, the assessment will be completed as soon as possible upon the return of the student to ensure exam security.

In exceptional circumstances the Deputy Principal or Principal in consultation with relevant HOD may waive certain assessment items.

In both instances, documentation is required. For senior students a note or phone call from a parent is not sufficient. Special Provisions documentation must be completed.

#### **Documentation required for a Year 7, 8 or 9 student includes:**

- Medical certificate or notification by parent (note or phone call) on the day if possible; or
- Written proof of selection in Regional / State / National teams.

#### **Documentation required for a Year 10, 11 and 12 student includes:**

- Medical certificate (note that for the Queensland Core Skills Test the normal medical certificate will not suffice. A certificate specific for QCS must be requested by a student that is ill for the QCS); or
- Approved Special Provisions; or
- Written proof of selection in Regional / State / National team.

The following procedures apply for non-attendance during formal blocked and in-class scheduled assignments / examinations:

- **Absent with documentation**

The assessment item must be completed at the next opportunity - upon completion of the assessment the result is included on the student profile. The assessment piece will be noted on the profile as "absent with documentation", but may be disregarded if it is an atypical result. Students in Year 7, 8 or 9 may, in extenuating circumstances, have the assessment waived by Administration.

- **Absent without documentation**

The student must still complete the task at the next opportunity. The result will be recorded and marked "absent without documentation", but may be disregarded if it is an atypical result.

#### **ASSIGNMENTS**

Assignments are defined as any written or practical piece of work that is required to be completed by students by a set date. Frequently, it may require students to work independently outside routine classes. Exceptions e.g. Art and Science experiment reports (there may be others).



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Typically assignments will be used to:

- 1) Develop creativity
- 2) Develop individuality
- 3) Develop research skills
- 4) Develop self-management skills
- 5) Develop problem identification and solving skills
- 6) Be another alternative to assessment through formal classroom testing

### **MODIFICATIONS TO PUBLISHED ASSESSMENT PLANS**

The approved program of assessment will be adhered to by all teachers. Minor amendments to the approved assessment program are sometimes necessary during the year. **These must be authorised by the HOD or HOD Delegate. Parents and students must be notified of changes in writing. A standard slip (Appendix 1) will be attached to all student assignment coversheets to communicate the changes. Date changes and reasons for the change are to be determined by the HOD.**

### **ASSIGNMENT MONITORING DATES**

Teachers must set monitoring dates to check the progress of students on assignments. The number of monitoring dates will vary according to the word length complexity and timeframe of the assignment. Students who are deemed not to be satisfactory on monitoring dates will receive **classroom based strategies such as support time** to ensure the student has kept to timelines and will be able to submit the assignment on time. Parent contact is to be made via a standard letter signed by the HOD and the teacher.

### **SUBMISSION OF ASSIGNMENTS**

Assignments in all year levels must be submitted through the "assignment box" on or before the **due date by 8:30 AM**. Assignments must have a standard cover page and have all pages securely attached. The piece of work shall be original and authentication must be produced if requested. Students must keep their drafts and a copy of the submitted assignment. Assignments must not be handed to classroom teachers.

### **Absence on the due date requires the following.**

- I. The work must be delivered to the school.
- II. Contact must be made with the school if the work cannot be presented.
- III. Students in Years 10, 11 and 12 are required to produce a medical certificate which specifically outlines the student's condition according to QCAA guidelines to support their absence on that day.



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### **Non submission**

In cases where students do not submit a response to an assessment instrument by the due date, judgements should be made using evidence available on or before the due date. The student must still complete the task at the next opportunity - for example they will be provided with paper and will write a response to the task on the first day of their return. The result will be recorded but may be disregarded if it is an atypical result. In cases of non-submission of student responses to assessment instruments, standards are not awarded when there is no evidence. Students who fail to submit assessment will be sent letters of non-submission (Appendix 4). Senior Students who do not complete assessment may be placed on the cancellation of enrolment process.

### **Senior Assignment Monitoring**

- Assignment conditions include at least one monitoring date. (as above)
- A copy of the draft to be kept by the school.
- Where a student is unable to submit a draft on the monitoring date, a draft will be produced in the current lesson and submitted as a draft.
- Should an assignment not be submitted on the due date, the copy of the draft work is to be marked and submitted as part of the student's folio

### **Group Assessment**

In the case of group assessment all written documentation or media presentations relating to the task must be submitted on the due date. If one member of the group is absent they must follow the procedures as outlined in "Non Attendance on Assessment days" of this document. The remaining members of the group must continue with the group assessment on the due date with "fill in" group members taking on the parts of the missing member if possible. When the absent group member returns the group will then re do their assessment at the soonest possible time. Students who have correctly followed the assessment policy will be assessed without penalty.

### **APPLICATION FOR EXTENSION**

If a student has had an extended absence due to illness prior to the due date, or extenuating family circumstance he or she may request an extension of the due date. All such requests should be made on the Assignment Extension Form available at the student administration office, and submitted to the student administration office once completed (Appendix 2)

Any application for an extension of the due date **must be made at least 48 hours in advance**. The Curriculum HOD will be able to grant extensions to Middle School students. When considering signing extension applications, HODs are expected to give due attention to the reasons for the extension and the extension timeframe. Trivial 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.

The Deputy Principal in consultation with Curriculum HOD and GO will be able to grant extension for senior students. Curriculum HODs will need to be consulted and approve the application before the Deputy Principal signs the application. Documentation will need to be supplied for approval to be granted.



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An assignment which satisfies the above criteria, and for which an extension has been granted by a HOD (for Junior School Students) and the Deputy Principal (for Senior School Students), will be assessed and credited towards the student's interim or exit level of achievement. An approved extension slip will be attached to the assignment.

### **Late assignments which do not satisfy the above criteria will be:**

- marked - but labelled as a "late assignment"
- credited towards completion of the course

### **ASSIGNMENT CATCH UP**

A program of assignment catch up will be in operation in both the senior and middle school to ensure students are meeting their obligations. Teachers will implement classroom strategies such as parent contact and support times for non-submission of drafts. Non submission of assignments will be managed by teachers and HODs. If required, Deputy Principals will organise one "Catch up" day per term where students are removed from classes until assignments of acceptable standard are submitted. Assignments submitted as a result of the Catch up program are assessed under the late assignment policy.

### **NON COMPLETE ASSESSMENT AND EXIT**

Where substantive requirements have been met yet assessment is incomplete, a student may still receive a level of achievement but consideration may be given to the number of semester credits awarded by the school for the course of study. Where insufficient evidence exists the student will be not rated and not eligible for Semester credit. Year 11 and 12 students should note that this can impact on their OP and QCE attainment.

### **SUMMER SCHOOL**

Where students have failed assessment or assignments or failed to submit tasks, students may be required to attend Summer School.

### **SPECIAL PROVISIONS**

"Special Provisions" means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. This policy covers only school based assessment that is quality assured by the QCAA for Authority and Authority registered subjects.

### **Application forms are available from the Deputy Principal and Guidance Officer. (Appendix 3)**

An exemption should only be allowed when there is sufficient alternative information to make a judgment about an exit level of achievement without the student having to complete a particular assessment instrument. For example an exemption may be appropriate where a student has missed an assessment instrument due to illness or because of some other legitimate absence, and completing the assessment would place an unreasonable burden on the student. An exemption is inappropriate if it results in insufficient evidence being available to make a judgment about the student's exit level of achievement.



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### **PLAGIARISM**

Plagiarism is defined as the act of presenting the work of others as your own. It is important for students to reference or cite sources they have used in producing their work.

**Examples of Plagiarism include the following where appropriate acknowledgement of the author does not occur:**

- Direct copying of paragraphs, sentences or parts of sentences without quotation marks or references to the source
- Copying ideas, concepts, tables, designs, sounds, images, music, scripts, art work etc.
- Summarising the work of others without changing the structure or meaning of the text
- A 'cut and paste' of statements gathered from a variety of sources
- Copying or adapting another student's work

Students should make every effort to ensure the authenticity of their work by drafting assignments and keeping copies of their drafts. Consequences will be applied to students who have Plagiarised work will receive no credit and will need to be completed again

(different conditions/alternate task as decided by HOD). Senior students may not receive credit for the Semester Unit if authenticated work cannot be provided.