



Ferry Grove State High School

Assessment Policy

Effective January 2017

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1.0 INTRODUCTION

Assessment includes any assignment, exam, practical, oral, individual or group presentation that is a measure of student performance.

This policy applies to all students currently enrolled at Ferny Grove SHS. The aim of this policy is to ensure fairness and equity is maintained across the school, therefore supporting students to achieve to the best of their ability.

2.0 RESPONSIBILITIES

2.1 School

- Faculties are to publish all assessment dates by week three of each semester in an assessment schedule available through OneSchool, and/or the school website;
- Provide students with assessment instruments in sufficient time to enable students to produce quality work;
- Notify students of draft and final due dates – task sheets are to facilitate this;
- Provide feedback to students on draft and the final assessment task in a timely manner;
- Enact procedures that ensure a consistency of standards is maintained in the marking of assessment tasks (i.e. cross marking, moderation);
- Ensure that students are fully aware of the criteria for each task and that the necessary skills required to complete the task have been covered in class teaching (i.e. Assessment is aligned to outcomes and pedagogy).

2.2 Student

- Record assessment due dates in semester planners included in their Study Planner;
- Ensure all assessment tasks submitted are the original work of the student;
- Use the school reference policy as outlined in the Study Planner;
- Use allocated in-class time effectively to begin assessment tasks and to receive feedback on drafts;
- Present a rough draft to teachers for each assignment on/before the draft due date; (**if applicable**)
- Submit assignments on the due date, as outlined by the class teacher;
- If needed, complete an 'Application for Extension' form (See Appendix A) for assignments prior to the due date and submit to Head of Department (HOD) providing supporting documentation (e.g. medical certificate, parent note with a legitimate reason). This form can be downloaded from the school's website;
- Plan ahead for assessment tasks. Excursions, camps, and sporting activities are not legitimate reasons for applying for extensions;
- Year 11 and 12 - Obtain a medical certificate if absent on assessment due date or day of exam or, in the case of extenuating circumstances ensure parents contact the school;
- Years 7 -10 – obtain a note from parents with a legitimate reason for the absence, or ensure that parents contact the school.

2.3 Parent / Caregivers

- Request a copy from their student, and assist students with the transfer of information to the semester planner in the Study Planner;
- Encourage students to submit all drafts and final assessment tasks 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.

3.0 RELATED DOCUMENTS AND POLICY

The school's Assessment Policy has been developed with reference to documents from the Queensland Curriculum and Assessment Authority (QCAA).

https://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf

4.0 SPECIAL PROVISIONS

“Special Provisions” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on circumstances.

Where possible reasonable educational adjustments should be made before a student undertakes any assessment and opportunities for alternative assessment arrangements should be provided (if applicable). Special provisions may be relevant to students with specific educational needs, which may include but are not limited to:

- Students with disabilities that have a physiological basis, such as those of a sensory, motor or neurological nature;
- Students with educational needs arising primarily from socioeconomic, cultural and/or linguistic factors where there may be some form of educational disadvantage;
- Students whose difficulties in accessing learning do not appear to be directly attributable to educational disadvantage arising from impairment, or to socioeconomic, cultural and/or linguistic factors or psychological needs eg. students who have short term impairments such as glandular fever, fractured limbs etc;
- Students with different patterns of educational development and orientation eg. gender, special talents and life circumstances;
- Students who have applied for Special Provisions through the HOD – Senior Secondary may negotiate alternative arrangements for missed exams and incomplete assessment with teachers and HODs.

5.0 ENGLISH AS A SECOND LANGUAGE (ESL) STUDENTS

Special provisions may be needed to ensure equitable assessment practices, and to provide ESL learners with the opportunity to demonstrate the extent and depth of their learning. These should enable students to have the opportunity to achieve success and produce the best work they are capable of.

Special provision may include but are not limited to:

- Additional time to complete assignments;
- Additional time to read, translate and formulate responses to test questions;
- Assessment instructions that have been adapted in all listening/viewing assessment activities, including repetition of instructions, opportunity to preview listening/viewing question forms, multiple opportunities to hear/view the text;
- Bilingual dictionaries for use during an assessment task;
- Special vocabulary lists.

Please consult with the HOD Languages and International Programs should you have any queries.

6.0 EXAMINATION POLICY

6.1 Introduction

Students are notified of exams for each of their subjects through the assessment calendar at the beginning of *each term/semester*. As students are given notice when exams are scheduled, they should avoid all appointments/absences that clash with exam dates. Exam block (a formally constructed exam timetable) will be used each term for Year 11 and 12. Exam schedules are emailed to all parents and students prior to the exam block. All other examinations for each year level will be held in class time.

6.2 Students

- Students are to have the correct materials needed to complete the exam;
- Students are to follow the instructions of the exam supervisor without question;
- Communication with other students is not permitted;
- Actions which may lead to 'cheating' or suspected cheating are not permitted;
- Students are to raise their hand and wait silently if they need assistance;
- No form of personal media/electronic device is to be used;
- If a calculator is required, it must be a dedicated calculator;
- **Note: Any violation of these conditions may result in the cancellation of the result for that examination.**

6.3 Teachers

To ensure the integrity of the process, teachers must:

- Store electronic and printed copies of examinations and folios securely at all times;
- Keep student profiles current and where possible stored electronically on G drive;
- Return assessment to students for feedback purposes then collect for filing;
- Actively supervise exams;
- Supervise students who are permitted to sit for examinations at alternate times and ensure the same conditions are maintained as for the original exam time;
- If a student is caught cheating, the supervising teacher should note this on the paper. The source of cheating is to be removed and the student is to complete the paper. Teacher to inform the subject area Head of Department (HOD), who will initiate discussions with the relevant deputy, parents and the student; each case will be dealt with on an individual basis and records must be kept (through OneSchool).

6.4 Missed Examinations

Teacher Action if a student is away on the date of an exam:

Years 11 & 12

- If a **valid reason** – e.g. communication from parent explaining exceptional circumstance and/or medical certificate, teacher to *negotiate later date for exam*.

NOTE: It is at the discretion of the Head of Department to determine the suitability of the student being offered an opportunity to sit for an early or late examination, and to determine whether credit is given.

- If **no valid reason** – Parent contact must be made either via phone or email. Details of this contact must be recorded in OneSchool in the 'Contact' section of the Student Profile. Suggested text for emails can be found in Appendix B.

NOTE: Student should be informed that they must sit the missed examination to gain credit for course completion, but no result will be given. Failure to sit exam will result in no credit given for

that assessment and an N rating. This may have implications for QCE attainment and/or OP achievement.

Years 7, 8, 9 & 10

- If a **valid reason** – e.g. communication from parent explaining exceptional circumstance and/or medical certificate – *negotiate later date for exam with classroom teacher.*

NOTE: It is at the discretion of the HOD to determine the suitability of the student being offered an opportunity to sit for an early or late examination and to determine whether credit is given.

- If **no valid reason** – students are to sit examination in the next lesson and note late sitting on student profile. Students refusing to comply are to be referred to HOD.

7.0 ASSIGNMENT POLICY

7.1 Late and Non Submission

7.1.1 Introduction

The following principles are to be taken into consideration when dealing with late and non-submission of student responses:

- Evidence about student achievement should be gathered in a continuous process throughout the course of the teaching, learning and assessment program;
- Expectations of assessment instruments and due dates should be made clear to teachers, students and their parents/carers;
- Procedures are enacted consistently across subjects within the school in a fair and equitable manner;
- Opportunities should be provided for appropriate members of the school staff to intervene in order to avoid cases of late and non-submission.

Judgements of student responses are 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.

7.1.2 Policy

Teachers should:

- Be proactive in developing strategies to collect and gather evidence about student achievement throughout the teaching, learning and assessment process.
- Establish effective mechanisms for gathering evidence prior to student submission or completion of assessment tasks (e.g. class work, collected drafts, rehearsal notes, photographs of work, teacher observations)

Anecdotal evidence collected as part of the teaching, learning and assessment process may be used to make judgements 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.

Note: Anecdotal evidence should be recorded against a criteria sheet indicating student achievement (where possible).

If no evidence is provided and after exhausting all possible options due to continued absences, then N (Not Rated) is awarded for that piece of assessment and is to be recorded on the student profile.

7.1.3 Implications for Semester Ratings

N for a piece of assessment does not always lead to an N for a semester rating. Students will only receive an N for the semester if they have not produced sufficient or required evidence pertaining to exit standard descriptors in each dimension (as outlined in syllabus documents).

7.1.4 Effect of an N for a semester

Years 7 – 12 - When non-submission of assessment prevents a teacher from making valid judgement about a student's coverage of a course of study, the student may receive a 'Not Rated' for the particular semester.

For **Years 11 & 12** the Head of Department will notify the HOD Senior Secondary who will adjust student records to reflect the appropriate credit for the semester if they consider the achievement and coverage of the course of study to be insufficient to be able to award a level of achievement for the subject.

Years 11 & 12 - If credit is not given for the semester, students and parents are advised that this could affect:

- QCE eligibility
- The recording of the subject on the Senior Statement
- OP or Selection Rank eligibility

Failure to submit an assignment on the due date will result in contact home either via phone or email. Details of this contact must be recorded in OneSchool in the 'Contact' section of the Student Profile. Suggested text for emails can be found in Appendix B.

Note - For Senior Students (Yr 11 & 12) please refer the contact to HOD Senior Secondary as well as the appropriate Curriculum HOD.

7.1.5 Meeting Assignment Draft Dates (Where applicable)

Teachers are to ensure draft dates are clear to students on task sheets and keep a record of submission. Students are to keep a copy of their draft.

Teachers are to:

- Ensure that a significant amount of classroom time is spent on the task so that the teacher is familiar with each student's work in progress and can regularly monitor and discuss aspects of the work with students;
- Ensure that students document specific stages of their work, such as topic choice, listing resources and conducting preliminary research;
- Where possible, file and/or save electronic copies of each student's written work at each given stage of its development, ie keep copies of drafts.

Teacher Action if students do not meet the Draft Date: *(Where applicable)*

- If a **valid reason** – e.g. communication from parent explaining exceptional circumstance and/or medical certificate – *arrange a new draft date.*
- If **no valid reason** – Parent contact either via phone or email and record in *One School > Student Profile > Contact.*

7.1.6 Meeting Submission Dates

Teachers are to ensure submission dates are clear to students on task sheets. At submission dates teachers should record assignments received.

Teacher Action if assignment is submitted on time:

- Assess and provide feedback within a reasonable timeframe.

Teacher Action if students do not meet Submission Dates:

Assignment submitted late:

- If extension granted by HOD** (See 7.1.9 Request for an extension), assignment will be assessed as usual if submitted at extended date.
- If no extension granted**, assignment will be commented on and result will be based on work sighted before due date. (eg annotated notes on student profile).

Assignment Not Submitted:

- Parent contact via phone or email and record contact on *OneSchool > Student Profile > Contact*. For students in **Years 11&12**, when contact is recorded also refer contact to the HOD Senior Secondary.
- If draft submitted or progress has been sighted, use this evidence to award standard.

7.1.7 Making decisions about Levels of Achievement

When students exit the course of study the teacher makes decisions about levels of achievement. To make these decisions, the teacher reviews students' folios which contain responses to a range of assessment instruments and conditions administered over the course of study to consider the standards achieved in each dimension.

The teacher then determines the levels of achievement in accordance with the requirements set out in the syllabus.

7.1.8 Recording results on student profile

If a piece of assessment is not submitted by the due date and no valid reason is provided – the teacher is to record a result for each relevant exit standard descriptor based on evidence sighted on or before the due date.

If no valid reason is provided and the teacher has exhausted all possibilities and not been able to obtain evidence pertaining to the exit standard descriptors, N is to be recorded on the student profile. All N ratings are to be negotiated with HOD and appropriate communication with parents must have been recorded.

The student must still submit the assessment and the teacher is to provide feedback to the student for learning to occur. N is still recorded on the student profile and the task sheet is annotated to inform panel of late submission.

Note: The practice of awarding a lower standard as a penalty for lateness is **not valid** in a standards-based system of externally moderated school-based assessment. A standard can only be awarded where evidence has been demonstrated. Therefore an "E" standard for a non-response for a particular assessment instrument cannot be awarded if there is no evidence for it. In incomplete student folios, the level of achievement decisions should match the evidence in the student folio.

7.1.9 Request for an extension

An extension will only be granted in cases of genuine illness or exceptional circumstances. An application for extension form must be handed to the Head of Department **BEFORE** the due date. The application must be supported by appropriate documentary evidence – a medical certificate, note from parents with legitimate reason etc.

Students are expected to plan ahead for assessment tasks. Excursions, camps, sporting activities etc are not legitimate reasons for applying for extensions.

7.1.10 Submission of assignments

Assignments will usually be handed in during class time on the due date; however teachers will explicitly explain the procedure for their particular piece of assessment.

7.1.11 Students absent on the assessment task due date

If students are aware they will be absent on the due date, the assessment task must be handed in prior to this day.

When a student is absent from school on the day an assignment is due, they may submit assignments by electronic means if appropriate. However they must still present an identical hard copy to their teacher with appropriate documentation (task sheet, draft to prove authorship etc) on their return to school.

If students cannot arrange for it to be delivered to their classroom teacher, they must make contact with the relevant teacher / HOD on the due date and present their assignment to the class teacher at the beginning of the first day they return to school together with the appropriate documentation.

(Years 11 & 12 - Medical certificate or in extenuating circumstances parental contact with the school; Years 7 -10 note from parent with valid reason).

7.2 Use of computers

Problems with computers, printers or usb's are **no** excuse for late assignments. In the case of printer failure, the student is to either e-mail the assessment or submit it on USB.

7.3 Original work

All assessment tasks submitted must be the original work of the students and all references must be acknowledged following the school reference policy as outlined in the Study Planner. Assignment cover sheets may also include a **Declaration of Original Work** at the discretion of the Subject Area HOD. Where present, these must be signed by students before submission of assignments.

Assignments – Whole School

Draft Date

(where applicable)

Draft/Progress - Draft Dates met

- Provide feedback to students
- Record evidence of draft

Draft/Progress – Draft Dates not met

Valid Reason

- New draft date arranged

No Valid Reason

- Phone or e-mail parent / guardian, record contact in One School as appropriate

Due Date

Assignment Submitted on Time

- Assess and provide feedback within a reasonable timeframe

Assignment submitted late

- If **extension granted by HOD**, assignment will be assessed as usual if submitted at extended date
- If **no extension granted**, assignment will be commented on and result will be based on work sighted on or before the due date.
- Contact parents and record

Assignment Not Submitted

- Parent Contact either via phone or email and record contact on *OneSchool* > Student Profile > *Contact*. (For Years 11 and 12 refer contact to HOD Senior Secondary as well as Curriculum HOD)
- If draft submitted or progress has been sighted, use this evidence to award standard.

Years 7 – 10 Exams

Absence

If Valid Reason:

- Medical Certificate provided
OR
- Communication from parent explaining exceptional circumstance of absence.

Then Classroom teacher to:

- Negotiate later date for exam.
- Assessment graded normally

If No Valid Reason:

- Student to sit exam in the next lesson and note late sitting on student profile
- Students refusing to comply are to be referred to Subject Area HOD.

Years 11-12 Exams

Absence

If Valid Reason:

- Medical Certificate OR
- Communication from parent explaining exceptional circumstance of absence.

Then Classroom Teacher / Subject Area HOD to:

- Negotiate later date for exam
- Assessment graded normally

If No Valid Reason, teacher to:

- Contact parent via phone or email
- Record contact on *OneSchool OneSchool* > Student Profile > *Contact*.
- NOTE: Student and parent should be informed that student must sit exam to gain credit for course completion, but no result will be given. Failure to sit exam will result in no credit given for that assessment and possible N rating.

