



FGSHS

Senior Secondary Academic Integrity and Assessment Policy

2024

Respect

Learning

Community

Creativity

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1.0 INTRODUCTION

- 1.1 Purpose:** The purpose of this policy is to ensure fairness and equity, supporting students to achieve to their potential in the Senior phase of learning.
- 1.2 Scope:** This policy provides information about assessment expectations, roles and responsibilities, and procedures at Ferny Grove State High School. It pertains to Senior Secondary (Years 10-12) students, parents/carers and staff, and is aligned to those of the Australian Curriculum, Assessment and Reporting Authority (ACARA) and Queensland Curriculum and Assessment Authority (QCAA).
- 1.3 Principles:** Expectations for teaching, learning and assessment at Ferny Grove SHS are grounded in the principles of academic integrity and excellence.
- 1.4 Failure to Comply:** To ensure the integrity of senior certification, students must meet mandatory requirements stated in the relevant syllabus and/or training package. Students failing to meet these requirements:
- Cannot be rated for the subject/unit.
 - Cannot achieve the unit of competency and/or qualification.
 - May have the unit/s removed from their Senior Statement.
 - May jeopardise their QCE eligibility and attainment.
 - May jeopardise their ATAR eligibility.

If a student repeatedly does not meet mandatory requirements, this may become grounds for cancelling the student's enrolment as per the *Education (General Provisions) Act 2006, Queensland*.

- 1.5 Further Reference:** For further information on assessment definitions and procedures in Queensland, including information about Access Arrangements and Reasonable Adjustments (AARAs), please refer to the QCAA's *QCE and QCIE Policy and Procedures Handbook* at <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook>

1.6 Abbreviations:

AARA	Access Arrangements and Reasonable Adjustments
ACARA	Australian Curriculum, Assessment and Reporting Authority
ATAR	Australian Tertiary Admission Rank
DP	Deputy Principal
HOD	Head of Department
QCAA	Queensland Curriculum and Assessment Authority
QCE	Queensland Certificate of Education
SS	Senior Schooling
QCIA	Queensland Certificate of Individual Achievement
VET	Vocational Education and Training

2.0 ROLES AND RESPONSIBILITIES

2.1 School

- Revisit the procedures from the Senior School Assessment Policy with students at the beginning of each Unit / Term in Pathways and Career Education (PACE) classes; during SET Planning; and in response to the assessment cycle e.g. publication of Assessment Planners.
- Publish all assessment dates by Week 3 of each semester in the Assessment Planner in OneSchool.
- Provide students with task sheets which include checkpoints, draft and final due dates, authentication strategies, and marking criteria or schemes.
- Provide feedback to students on drafts and final assessment tasks, in a timely manner.
- Provide one week between draft being returned to student and final submission due. Note: feedback will only be provided on a maximum of one draft and it must be submitted by the draft due date. [See Section 5.3.2 for information on feedback on drafts.](#)
- Contact parents/carers in the event of non-submission.
- Collect evidence of student work if no draft or final is submitted.
- Engage in moderation processes to ensure consistency of marking standards.



2.2 Student

- Access Assessment Planner in OneSchool and plan for assessment due dates.
- Use allocated class time effectively.
- Maintain academic integrity. [See Section 3](#) for further information.
- Submit drafts within required length/word limits by draft due dates.
- Attend all exams or performances on or before the due date and at the scheduled time.
- Follow the school's process to apply for extensions when required. [See Section 5.7](#) for further details.
- Obtain a medical certificate if absent for an exam or unable to submit assessment on a due date.

2.3 Parent / Carer

- Request a copy of Assessment Planner from their student.
- Support students to submit all drafts and assessment tasks on or before due dates.
- Contact appropriate school staff of difficulties relating to the completion of assessment and provide documentary evidence where necessary.
- Follow the school's process to support students to apply for extensions when required. [See Section 5.7](#) for further details.

3.0 ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

3.1 Academic Integrity: Academic integrity is the expectation that a person approaches their academic responsibilities in an honest, moral and ethical way. These guidelines apply to students, parents/carers and staff.

3.2 Academic Misconduct: Academic misconduct involves a student inappropriately and falsely demonstrating their learning. Examples include: cheating, collusion, contract cheating, copying work, disclosing or receiving information about an assessment, fabricating, impersonation, misconduct during an examination, significant contribution of help, plagiarism or lack of referencing, self-plagiarism. See the QCAA's *QCE and QCIE Handbook* for further information. <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/8-school-assessment-policies/8.1-understanding-academic-integrity>

3.2.1 Issues of Authentication and Plagiarism: Students cannot be graded on work that is not their own. When authorship of student work cannot be established, or a response is not entirely a student's own work, the following applies:

- The student will be required to demonstrate that the submitted response is their own work using work produced at checkpoints and drafting phases. If plagiarism is established, disciplinary consequences may apply.
- The teacher will make judgements about the student's knowledge and skills using the relevant parts of the response that can be identified as the student's own work and this should be annotated on the student's response.

3.2.2 Misconduct During Examinations: Misconduct includes, but is not limited to:

- Gaining access to assessment content before starting the exam or external assessment
- Copying from, or communicating with, another student while in the assessment room
- Bringing unauthorised material into an assessment room
- Disrupting other students
- Impersonating a student
- Behaviour determined by the supervisor to disrupt the good order and management of the assessment session.

3.2.3 Consequences for Academic Misconduct During an Examination or External Assessment

These include, but are not limited to:

- the student being excluded from the assessment room.
- parents/carers notified.
- Deputy Principal Senior Secondary and relevant Year Level Deputy Principal notified.
- Parts of the exam in question disregarded when grading the exam.



4.0 EXAMINATION POLICY

4.1 Definition: The QCAA define an examination as a supervised test that assesses the application of a range of cognitions to one or more provided items such as questions, scenarios and/or problems. Student responses must be completed individually, under supervised conditions, and in a set timeframe.

4.2 Notification: Students will be notified of examinations through the Assessment Planners at the beginning of each semester. Some exams will be completed in class lessons or at other times, and students will be notified about these by their subject teachers. Other exams are scheduled in exam blocks, formally constructed examination timetables during which normal classes are suspended. Notice of these will be emailed to parents/carers and students two weeks prior to the beginning of the exam blocks.

4.3 Attendance Requirements:

- Students are required to attend all exams which are applicable to them.
- Students who have TAFE / work on a day of a scheduled exam, are to make arrangements to ensure they attend the exam/s.
- Students should avoid all appointments or absences that clash with exams.
- Students are to wear full school uniform, including footwear, when attending exams.
- Students may be required to attend additional catch-up sessions during exam blocks. These will be organised by teachers and attendance at these is mandatory.
- Late Arrival: Students who arrive late to an exam will not be provided with the time they missed unless there are extenuating circumstances and documentation from parent/carer provided.
- Late Arrival at External Exam (Units 3 & 4 Senior): Students must report to the External Assessment Supervisor and designated assessment venue as soon as possible. Students who arrive within 40 minutes of the scheduled starting time for the scheduled assessment are permitted entry into the venue to complete the assessment.

4.4 Equipment

Approved equipment includes but is not limited to:	Non-approved equipment includes but is not limited to:
<ul style="list-style-type: none"> • Blue or black pens, 2B pencils, highlighters • Ruler, slide rule • Eraser • Calculator (check with HOD Senior Schooling regarding specifications) • Water in plain, unlabelled container • Equipment permitted as a QCAA-approved special provision (AARA). 	<ul style="list-style-type: none"> • Electronic devices, e.g. iPods, translators, mobile phones, smart watches. Indonesian and Music exams are exceptions as they require laptops to complete the exams. • Extra paper, books or manuscripts. • Food, unless allowed as a special provision.

4.5 Security and Supervision: To ensure the integrity of the examination process, teachers will:

- Store electronic and printed copies of exams and folios securely at all times.
- Actively supervise exams.
- Keep student profiles current and, where possible, stored electronically on G Drive.
- Return marked assessment to students for feedback purposes, then collect for filing and store.
- Provide comparable exams when required.



4.6 Absences: The following processes apply. Please note the variations for different Year Levels and Units.

Absence from Examination: Year 10	
Valid Reason	No Valid Reason
<p>↓</p> <p>Parent/Carer : communicate with teacher / Faculty HOD, regarding exceptional circumstances and/or medical certificate. Submit an Application for Extension or Late Examination form to Faculty HOD.</p> <p>↓</p> <p>HOD: negotiate/advise alternative exam date and complete HOD section of Application for Extension or Late Examination form.</p> <p>↓</p> <p>Student: complete a comparable exam on the new exam date.</p>	<p>↓</p> <p>Teacher:</p> <ul style="list-style-type: none"> i) contact parent/carer and record contact in OneSchool. ii) advise Faculty HOD <p>↓</p> <p><i>No credit given for the assessment item and this may result in an N rating.</i></p>

Absence from Examination: Year 11 – Units 1, 2 (Terms 1, 2, 3)	
Valid Reason	No Valid Reason
<p>↓</p> <p>Parent/Carer : communicate with teacher / Faculty HOD, regarding exceptional circumstances and/or medical certificate. Submit an Application for Extension or Late Examination form to Faculty HOD.</p> <p>↓</p> <p>HOD: negotiate/advise alternative exam date and complete HOD section of Application for Extension or Late Examination form.</p> <p>↓</p> <p>Student: complete a comparable exam on the new exam date.</p>	<p>↓</p> <p>Teacher:</p> <ul style="list-style-type: none"> i) contact parent/carer and record contact in OneSchool. ii) advise Faculty HOD iii) advise Senior Schooling team via non-submission spreadsheet. <p>↓</p> <p><i>No credit given for the assessment item and this may result in an N rating.</i></p>

Absence from Examination: Year 11/12 – Units 3, 4 and Short Courses in Literacy and Numeracy	
Valid Reason	No Valid Reason
<p>↓</p> <p>Parent/Carer : communicate with Faculty HOD, provide medical certificate / AARA application. Submit an Application for Extension or Late Examination form to Senior Schooling HOD.</p> <p>↓</p> <p>Faculty HOD: consult with Senior Schooling HOD to negotiate/advise alternative exam date and complete HOD section of Application for Extension or Late Examination form.</p> <p>↓</p> <p>Student: complete a comparable exam on the new exam date.</p>	<p>↓</p> <p>Senior Secondary HOD:</p> <ul style="list-style-type: none"> iv) contact parent/carer to inform that no credit given for that assessment and possible N rating i) record contact in OneSchool. <p>↓</p> <p><i>No credit given for the assessment item resulting in an N rating. This may have implications for QCE attainment and/or ATAR calculation.</i></p>



5.0 ASSIGNMENT POLICY

5.1 Definition: Assignments are assessment tasks that sit outside of the definition of examinations. They may include extended written responses, folios of work, investigations, performances, practical demonstrations, projects, products and other tasks.

5.2 Notification: Students will be notified of assignment tasks through the Assessment Planners at the beginning of each semester. Details and conditions of assignments will be included on task sheets.

5.3 Checkpoints and Drafting:

Checkpoints are listed on assignment task sheets. They are used to monitor student progress and assist to authenticate student work. Students are expected to meet all checkpoints.

A draft is a preliminary version of a student's response to an assessment task. A quality draft is a response that is nearing completion. Drafts assist students in the development of a task, as well as authenticating student work. Drafts may be created in a variety of formats and modes; drafts should be submitted or delivered in the mode required by the syllabus. Types of drafts may include:

- written draft
- practice delivery of a spoken task
- performance rehearsal.

Mode-appropriate drafts may be used as evidence of student achievement in the case of non-submission for valid or non-valid reasons.

5.3.1 Draft Due Dates :

- draft due dates are published on assessment task sheets
- students are expected to meet all drafting due dates and keep copies of their drafts
- teachers will keep records of draft submission
- in extenuating circumstances students may apply for an extension on a draft due date, following the same procedures as extension applications for assessment tasks. [See Section 5.7.](#)

5.3.2 Feedback on Drafts

Feedback will:	Feedback will not:
<ul style="list-style-type: none"> • Be provided on a maximum of one draft for each student's response, provided that draft is submitted by the draft due date • A consultative process that indicates aspects of the response for improvement or development. • Delivered in a consistent manner and format for all students completing the assessment task. • Provided within one week of submission of a draft on the drafting due date. • Allow a reasonable timeframe (e.g. one week) between feedback on the draft and final submission due date. • Be stored with the copy of the draft in the student's assessment folio where possible. 	<ul style="list-style-type: none"> • Compromise the authenticity of a student response • Introduce new ideas, language or research to improve the quality and integrity of the student work • Edit or correct spelling, grammar, punctuation or calculations • Allocate a mark.



5.3.2 Non-submission of Draft by due date

If a student does not meet a draft due date, the following process applies:

- If there is a valid reason: parent/carer communicates with Faculty HOD explaining exceptional circumstance and/or medical certificate, and submits an Application for Extension or Late Examination form to Faculty HOD.
- If there is no valid reason: teacher contacts parent/carer within 48 hours of draft due date and records contact in OneSchool. Teacher also submits details to the Senior Secondary team via the non-submission spreadsheet.

Note: should the student not submit a draft, and then not submit the final task either, mode-appropriate classwork completed by the student and which is directly related to the assessment instrument will be marked to generate a result if it is available. If this is not available, the student will receive no credit for the assessment item; this may have implications for QCE attainment and/or ATAR calculation.

5.3.2 Managing Response Length

Students must adhere to assessment response lengths as specified by syllabus documents and task sheets. An assignment which exceeds the length requirement will be marked only up to the maximum length allowed. Any part of the response that exceeds the maximum length will not be considered in the marking process. Teachers will annotate this on the response for Confirmation purposes and will clearly indicate the evidence used to determine the result.

The following inclusions and exclusions in response length apply:

Written Tasks:

Determining word length and page count of a written response

	Word length	Page count
Inclusions	<ul style="list-style-type: none"> • all words in the text of the response • title, headings and subheadings • tables, figures, maps and diagrams containing information other than raw or processed data • quotations • footnotes and endnotes (unless used for bibliographical purposes) 	<ul style="list-style-type: none"> • all pages that are used as evidence when marking a response
Exclusions	<ul style="list-style-type: none"> • title pages • contents pages • abstract • visual elements associated with the genre* • raw or processed data in tables, figures and diagrams • numbers, symbols, equations and calculations • bibliography • reference list • appendixes[†] • page numbers • in-text citations 	<ul style="list-style-type: none"> • title pages • contents pages • abstract • bibliography • reference list • appendixes[†] • blank pages

* For example, by-lines, banners, captions and call-outs used in genre-related written responses

[†]Appendixes should contain only supplementary material that will not be directly used as evidence when marking the response.



Non-Written Tasks:

Determining length of a non-written response

	Response length — duration	Notes
Inclusions	<ul style="list-style-type: none"> Any items that form part of the response and chosen by the student for inclusion in the multimodal or presentation including introductory slides or excerpts such as video or music Any required referencing of texts or citations chosen for inclusion, e.g. as a note on a slide in a multimodal presentation 	See 'After assessment is submitted'
Exclusions	Extraneous recording prior to the beginning of the response, e.g. setting up microphones, waiting for an audience to settle, talking about setting up.	The exclusions for written responses do not apply as they are not relevant to a timed response.

5.4 Authentication of Student Responses: [See Section 3.2.1 Issues of Authentication and Plagiarism.](#) Teachers will be proactive in gathering evidence aligned with the achievement standards prior to student submission or completion of assessment tasks (e.g. drafts, rehearsal notes, photographs of work). Such evidence may be used to authenticate student responses.

5.5 Submission of Assignments: Assignments are due on the date specified on the assessment task sheet and in accordance with the procedures and time specified on the task sheet. Note: deadlines may vary from subject to subject and as such, it is imperative that students carefully check the requirements on the task sheet and adhere to its requirements. While assignments are commonly submitted during class time, the final submission is 11:59 pm on the due date, unless specified otherwise. If a student submits an assignment via email, it is the student's responsibility to print a copy of the email and as the assignment and submit these to the subject teacher on return to school. If there is no documentation provided indicating that the assignment has been submitted it will be managed as a non-Submission. Likewise, any assessment that is submitted after the due date will be managed as a Non-Submission (see Section 11.1.4 of the QCE Handbook - Non Submission of a student response <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/11-reporting-results/11.1-making-judgments-about-student-achievement#3>)

In Years 11 and 12, students who miss assessment due to legitimate and approved absences may have a Principal-reported AARA implemented in order to enable the completion of assessment. A comparable assessment item or extension may be considered when illness or misadventure is established.

5.5.1 Students absent on the assessment task due date:

When a student is absent from school on the assignment due date, the assignment is still to be submitted on or before the due date. If the student chooses to submit the assignment electronically it must be submitted by the deadline outlined on the task sheet and the student must print a copy of the submission (e.g. email) and the assignment and submit these to the subject teacher on return to school.

5.6 Late and Non-Submission of Assessment Tasks: The following procedures apply when students do not submit an assessment item on or before the due date:

- Mode-appropriate evidence of student work aligned with the achievement standards provided prior to the due date may be used to generate a result.
- Where mode-appropriate evidence was not provided by the student prior to the due date, then 'Not-Rated' (NR) will be awarded on that item.



Implications for General, Applied and VET Subjects

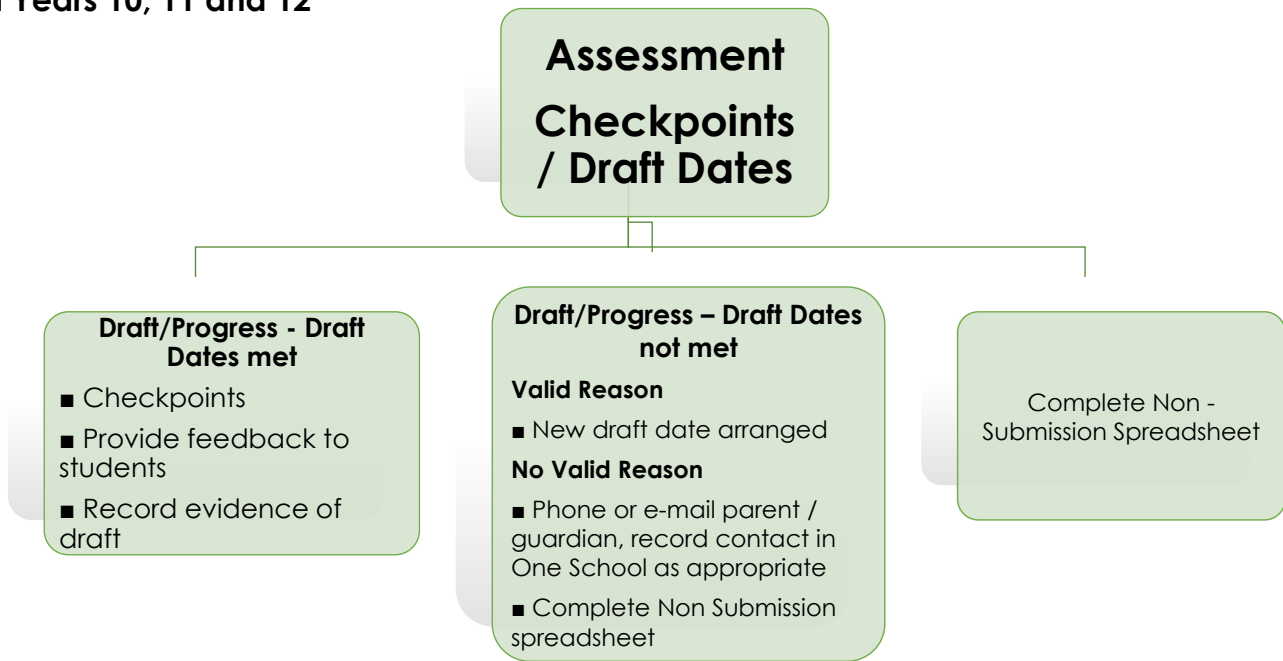
- in Year 11 and 12 subjects General and Applied subjects, an NR in Units 3 or 4, the student will not meet the requirements for that Unit and will be ineligible to receive an overall result at exit for that subject.
- For VET subjects, where there is a lack of sufficient evidence to determine competence, a result of 'Competency Not Achieved' (CNA) will be awarded. Late submission may also result in CNA.
- If credit is not given for the Unit or Competency, the following could be affected:
 - QCE eligibility
 - Recording of the subject on the Senior Statement
 - ATAR eligibility.

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 of that standard. In incomplete student folios, the level of achievement decisions should match the evidence in the student folio.

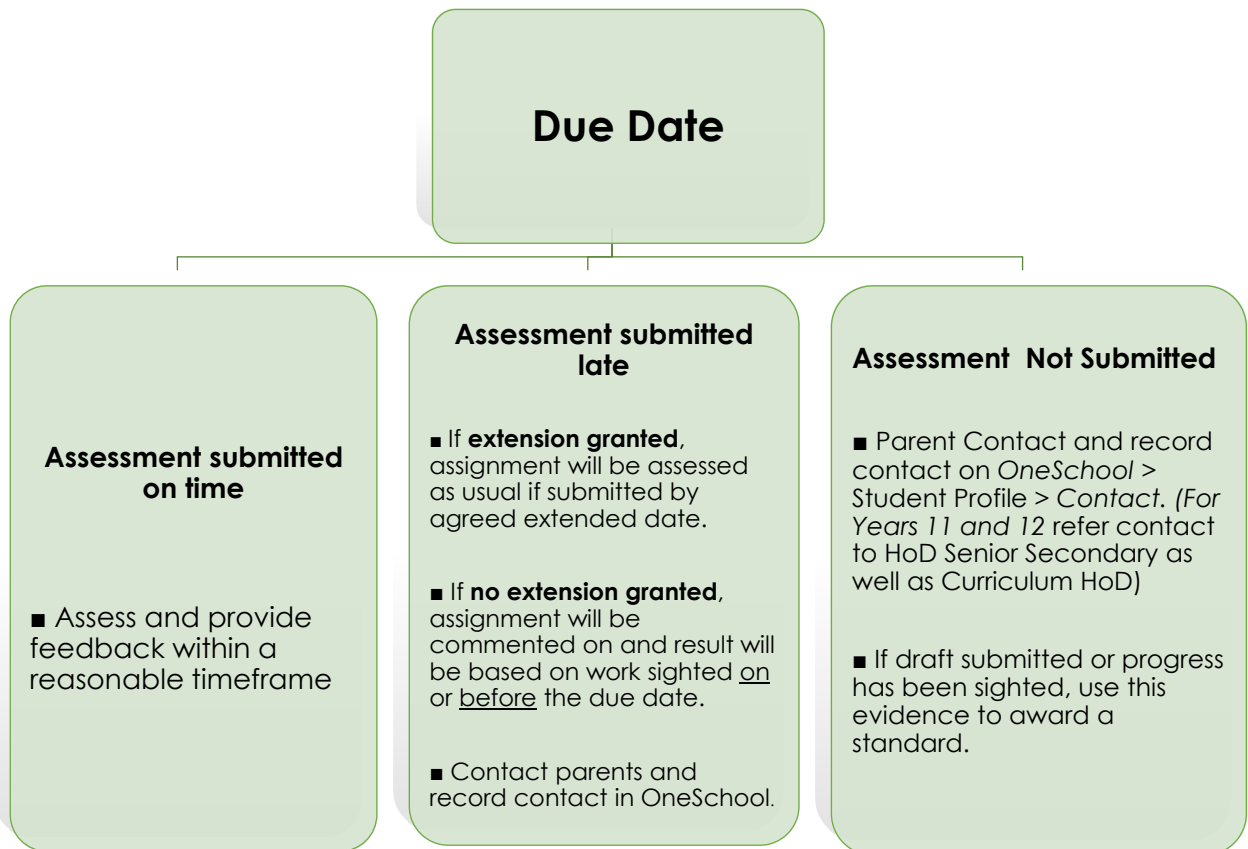


**Non-Submission and
in Years 10, 11 and 12**

Unacceptable Submission Process



5.7



Applications for Extensions on Draft or Final Due Dates



An extension may be granted in cases of illness and misadventure or exceptional circumstances. An Application for Extension form must be submitted to the Faculty Head of Department before the due date. This application must be supported by appropriate documentary evidence. **See table below for further details.**

Students are expected to plan ahead for assessment tasks. Excursions, camps, sporting activities **and other events known prior to the assessment due date** are not legitimate reasons for extensions.

The following procedures apply for extension applications:

Year Level / Unit	Process for Application for Extension
Year 10	<ol style="list-style-type: none"> 1 Student and parent / carer complete Application for Extension Year 10 form Section A and submits to subject teacher for completion of Section B. 2 Student or parent / carer submits form to Faculty HoD for consideration prior to the due date (Section C). 3 HoD or teacher communicates with student and/or parent/carer to advise outcome.
Year 11, Units 1 and 2	<ol style="list-style-type: none"> 1 Student and parent / carer complete Application for Extension Units 1 & 2 form Section A and submits to class teacher for completion of Section B. 2 Student or parent / carer submits form to Faculty HoD for consideration prior to the due date (Section C). 3 HoD or teacher communicates with student and/or parent/carer to advise outcome.
Year 11-12, Units 3 and 4	<ol style="list-style-type: none"> 1 Student and parent / carer complete Application for Extension Units 3 & 4 form Section A and submits to subject teacher and Faculty HoD for completion of Section B. 2 Student or parent / carer submits form to Senior Schooling HoD for consideration prior to the due date. 3 Senior Secondary HoD or Faculty HoD communicates with student and/or parent/carer to advise outcome.



5.8 Storage of Assessment Items

All internal assessment items will be collected and stored at school in student folios. For Years 11 and 12, live performance and spoken assessment tasks will be recorded and stored as required for QCAA processes.

6.0 SUPPORTING DOCUMENTS

Included in this section are:

- **Form: Application for Extension Year 10**
- **Form: Application for Extension Units 1 & 2**
- **Form: Application for Extension Units 3 & 4**
- **Sample Text for Email Notification of Late or Non-Submission of Assessment, Years 11 and 12**
- **Sample Text for Email Notification of Non-Submission of Draft, Years 11 and 12**
- **Sample Text for Email Notification of Failure to Sit Supervised Examination**





Ferry Grove State High School

APPLICATION FOR EXTENSION – YEAR 10

THIS FORM MUST BE COMPLETED AND HANDED TO THE RELEVANT FACULTY HEAD OF DEPARTMENT BEFORE THE DUE DATE

SECTION A - STUDENT AND PARENT/CARER TO COMPLETE			
Student Name:		Form Class:	
Teacher:		Subject / Class Code:	
Assessment Task:		Current Due Date:	
		Requested Due Date:	
Reason for Extension Request: Please provide supporting evidence e.g. medical certificate, note from parent/carer			
Parent/Carer Signature:		Date:	
SECTION B – TEACHER TO COMPLETE			
Teacher Comments: An extension will not be granted if this section is not filled in			
Teacher Signature		Date:	
SECTION C – FACULTY HEAD OF DEPARTMENT TO COMPLETE			
Application Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES new due date:	
Comment (optional):			
HOD Signature:		Date:	

NOTE

- It is the student's responsibility to complete and submit this form prior to the due date, along with evidence of work completed to date.
- This form can be obtained from the school website.
- Completion of this form does not constitute a guaranteed extension approval.
- A separate form must be completed for each assessment item.





Ferry Grove State High School

APPLICATION FOR EXTENSION – YEAR 11

UNITS 1 & 2

THIS FORM MUST BE COMPLETED AND HANDED TO THE RELEVANT FACULTY HEAD OF DEPARTMENT BEFORE THE DUE DATE

SECTION A - STUDENT AND PARENT/CARER TO COMPLETE			
Student Name:		Form Class:	
Teacher:		Subject / Class Code:	
Assessment Task:		Current Due Date:	
		Requested Due Date:	
Reason for Extension Request: Please provide supporting evidence e.g. medical certificate, note from parent/carer			
Parent/Carer Signature:		Date:	
SECTION B – TEACHER TO COMPLETE			
Teacher Comments: An extension will not be granted if this section is not filled in			
Teacher Signature		Date:	
SECTION C – FACULTY HEAD OF DEPARTMENT TO COMPLETE			
Application Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES new due date:	
Comment (optional):			
HOD Signature:		Date:	

NOTE

- It is the student's responsibility to complete and submit this form prior to the due date, along with evidence of work completed to date.
- This form can be obtained from the school website.
- Completion of this form does not constitute a guaranteed extension approval.
- A separate form must be completed for each assessment item.





Ferry Grove State High School

APPLICATION FOR EXTENSION – YEAR 11/12

UNITS 3 & 4

THIS FORM MUST BE COMPLETED AND HANDED TO THE RELEVANT FACULTY HEAD OF DEPARTMENT BEFORE THE DUE DATE

SECTION A - STUDENT AND PARENT/CARER TO COMPLETE			
Student Name:		Form Class:	
Teacher:		Subject / Class Code:	
Assessment Task:		Current Due Date:	
		Requested Due Date:	
Reason for Extension Request: Please provide supporting evidence e.g. medical certificate, note from parent/carer			
Parent/Carer Signature:		Date:	
SECTION B – TEACHER / FACULTY HOD TO COMPLETE			
Teacher/HOD Comments: An extension will not be granted if this section is not filled in			
Application Supported:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES proposed new due date:	
HOD Signature:		Date:	
SECTION C – SENIOR SECONDARY HEAD OF DEPARTMENT TO COMPLETE			
Application Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES new due date:	
Comment (optional):			
SS HOD Signature:		Date:	

NOTE

- It is the student's responsibility to complete and submit this form prior to the due date, along with evidence of work completed to date.
- This form can be obtained from the school website.
- Completion of this form does not constitute a guaranteed extension approval.
- A separate form must be completed for each assessment item.



Sample Text for Email Notification Late or Non-Submission of Assessment, Years 11 and 12

Dear <insert parent/carer name>

This email is to inform you that <Insert student name> has not submitted the following assessment item.

Subject / Assessment Item: <Insert subject / assignment topic>

By the due date: <Insert due date>

This assessment item is a compulsory part of the assessment program for <Insert subject> and contributes to the overall level of achievement in this subject for the Unit.

When non-submission of assessment prevents a teacher from making valid judgments about a student's coverage of a course of study, the student will receive 'Not Rated' for the particular unit. In this case, the Head of Department reserves the right to make the decision not to give credit for the unit 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.

If credit is not given for the unit, this could affect:

- QCE eligibility
- The listing of the subject on the Senior Statement
- ATAR Eligibility

We seek your help in assisting your <son / daughter> to maximise the remaining chances of success in this subject by punctual completion of future assessment.

Yours faithfully

<Insert name>



Sample Text for Email Notification Late or Non-Submission of Draft, Years 11 and 12

Dear <insert parent/carer name>

This email is to inform you that <Insert student name> has not submitted their Draft for their assessment item.

Subject / Assessment Item: <Insert subject / assignment topic>

By the draft due date: <Insert due date>

Definition: A draft is a preliminary version of a student's response to an assessment. A quality draft is a response that is nearing completion. Drafts can also be used to authenticate student work.

Drafting is a key checkpoint. Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons.

We seek your help in assisting your <son / daughter> to maximise the remaining chances of success in this subject by punctual completion of future assessment/drafts.

Yours faithfully

<Insert name>
Class Teacher



Sample Text for Email Notification Notice of Failure to Sit Supervised Examination, Years 11 and 12

Dear <insert parent/carer name>

This letter is to inform you that your <son/daughter> did not sit an examination on <Insert date>.

All assessment items must be completed to gain credit for a Unit result. Failure to do so will seriously disadvantage your child's final result.

As stated in the Ferny Grove State High School assessment policy, if a student is absent on the day of an exam, a medical certificate must be presented and parental contact with the school on the day should be made.

Please advise your <son/daughter> to see me immediately on their return to school to negotiate a time to sit this exam. Results will be determined in accordance with our assessment policy.

Yours faithfully

<Insert name>
Class Teacher

