

1. INTRODUCTION

The policy has been developed to achieve consistency, fairness and predicability where students know what will happen based on the **choices** they make. We have developed a set of standards that are clearly defined, reasonable and fair. Fairness to all students and the integrity of results reported on Senior Certificates and end of semester report cards require that no student be exempted from meeting any of the substantive requirements of a syllabus, particularly for Authority and Authority registered subjects (QSA Policy Statement on Special Consideration, 1994).

Details of coursework and assessment requirements within specific subject areas is given by subject teachers at the start of each semester. All students receive at the start of each semester an assessment calendar that lists due dates for all subject areas. These outlines are provided in order to allow students to plan their study program and take responsibility for managing their study time and habits.

2. TIME MANAGEMENT

It is important that students learn to organise their time effectively by mapping out their study and developing a schedule so their assessment is submitted on time. Teachers will ensure that students have access to adequate resources and levels of support to complete assessment items. **Students must ensure that they take the opportunity provided to submit rough drafts and conference with their teacher within given timelines. In the event of non-submission or late submission of an assessment item – the rough draft or planning evidence will be crucial in awarding a level of achievement.**

This focus is intensified for the senior school during the formal end-of-semester examination period. Planning and organisation at this time provides the basis upon which maximum outcomes for students can be achieved. This planning is based upon quality teaching and learning in the classroom and quality preparation in the period immediately prior to the examination time.

3. ACADEMIC ETHICS

Consequences for a breach of academic ethics (eg. plagiarism, gaining unfair advantage, cheating, false pretences, fraud etc...) shall be determined by the Head of Department in consultation with the administration. Consequences will depend on the degree of severity of the breach of academic ethics and the year level involved. Consequences for senior students will be more severe. Penalties **may** include:

- Decrease in grades for the assessment piece, failure of the assessment piece or of the unit as a whole, undertaking new assessment, non submission or not sighted being awarded, grade awarded for original component only.

The school takes any breach of academic ethics very seriously. Work submitted is to be the student's *own*. **Plagiarism** (copying straight from another source without recognising that source) is against school assessment policies and may constitute breach of copyright. Research and consultation utilising a variety of sources is encouraged, particularly when doing research.

Students are reminded that information gained by references must be acknowledged throughout and at the conclusion of the assignment in a properly formatted bibliography. The school has a standardised style guide and students are expected to set their work out according to these specifications. Where the authenticity of student work is in question additional checks may be made.

4. ASSESSMENT SUBMISSION GUIDELINES:

ALL COURSEWORK ASSESSMENT MUST BE SUBMITTED ON OR BEFORE THE DUE DATE and will be:

- (A) Evaluated and commented upon
- (B) Credited towards completion of the course
- (C) Credited towards the student's level of achievement

Assignments should be handed into the teacher or HOD **personally** - do not leave work on a teacher's desk without their knowledge. If the teacher or HOD is unavailable, the assignment must be handed in at the Main Office. Details in the **Assignment Register** must be completed and signed.

- **ASSESSMENT NOT SUBMITTED BY THE DUE DATE WILL BE DOCUMENTED ON THE SUBJECT PROFILE AS NOT SUBMITTED (NS). This is in accordance with the Queensland Studies Authority policy. If the assessment item is incomplete the student should submit their rough draft or working notes (evidence) on the due date to gain credit for the work that has been done.**
- **QSA policy does not allow a 'sliding scale penalty' to be applied to late assessment (i.e. deducting a grade for each day late). Consequently ALL assessment submitted late must be accompanied by a Special Consideration Application-HOD judgement and discretion will be applied in determining whether it will be credited towards the level of achievement.**

Important Information about NS (Not Submitted) - The assessment plan outlined in an approved work program generates a body of evidence of student work that can be matched to the syllabus criteria and standards descriptors for the purpose of making exit level of achievement judgments. Completion of the assessment plan in an approved work program should ensure that students have met the substantive requirements of the syllabus. **For frequent non-submission of work, consideration needs to be given to whether a level of achievement can be awarded at all for a course of study if failure to submit assessment means that substantive requirements of a syllabus have not been completed.** Under current legislation, if an enrolled student at a school is deemed not to have substantially completed a subject and been adequately assessed, the student and the QSA must be notified that no result for that subject will appear on the Senior Certificate. Where substantive requirements have been met yet the assessment requirements outlined in the approved work program for awarding exit levels of achievement are incomplete, a student may still receive a level of achievement but consideration may be given to the number of semesters of credit awarded by the school for the course of study.

- **Computer Usage Note** - If you complete an assignment on a computer you will need to keep clear evidence of hard copies or printed drafts to reasonably substantiate that you have completed the assignment in the event that your computer or USB device crashes.

5. EXAM GUIDELINES:

Your options are:

- **(A)** On the first day you return to school you are to report to the Head of Department and present a medical certificate (covering all days absent) **OR**
- **(B)** A parent or caregiver must contact the Head of Department or administration personally on the day (if possible) to explain the extraordinary circumstances – bereavement, compassionate or exceptional.

If you know in advance that you will miss an exam your parent or caregiver should contact the Head of Department personally to explain the circumstances and to discuss special consideration arrangements (if applicable).

Heads of Department will use their discretion in approving any "sitting variations" prior to the set date for the main body of students. Students who are **late** to an exam, without a valid reason, will be allowed entry but **will not** receive extra time. They will still be expected to comply with the scheduled finish time for the exam.

NB: All bi-lingual students are allowed to have their own language dictionaries. **NO ELECTRONIC DICTIONARIES ARE ALLOWED.** If students require a support teacher to be present in the exam room, they will need to organise this with the appropriate support teacher. Students not meeting the above requirements will choose to have the exam **DOCUMENTED ON THEIR SUBJECT PROFILE AS NS or "Not Sat"**.

6. APPLYING FOR AN EXTENSION

- Extensions may be granted in special circumstances WITH PRIOR NOTICE. Special circumstances are medical or other legitimate circumstances which can be authenticated (eg. Bereavement, Compassionate or Exceptional Grounds). Proper medical certification in the form of a medical certificate seeking an extension of time, or consideration of disadvantage prior to a due date, will be considered in assessing a particular piece of assessment.
- Extensions for ALL students can only be granted by the Head of Department, in consultation with the teacher. **Students will be required to show evidence of progress in assessment items when requesting an extension, as well as providing a medical certificate and/or parental note by way of explanation.**
- In all cases it is important that students, parents or caregivers contact the school **prior to the due date** to discuss any problems.
- If students are not at school on the due date it will be because of illness or special circumstances. In this situation they must try to send their work to school with a family member or friend. If this is not possible they must:
 - Contact the school on the due date to explain their absence.
 - Hand the work to the Head of Department **immediately upon return to school.**
 - Provide a medical certificate or other evidence explaining and substantiating their absence upon return to the school.

7. SPECIAL CONSIDERATION

If you have experienced circumstances which have significantly affected your studies and assessment during the year, you can apply for *Special Consideration*. This is in addition to the **Assessment Policy** that requires you to notify the school in the event of late/incomplete assignments or absences from tests/exams. Your circumstances will be considered before **Levels of Achievement** (and **Subject Achievement Indicators Yr 12**) are determined. Generally, a disadvantage can be described as circumstances (generally medical or compassionate) beyond your control that has or will affect previously demonstrated 'profiled' academic results. **Special consideration, no matter how severe, will not improve a student's level of achievement beyond that consistently demonstrated on their subject profile. Special consideration applications are to be made to the school's Guidance Officer.**

8. NON-SUBMISSION/COMPLETION OF ASSESSMENT PROCESS

The following flow chart outlines the school's processes in relation to non-submission/completion of assessment. The key issue in this policy is communication – if you anticipate a problem please be proactive in talking with your classroom teacher before the due date.

