

Marsden State High School Assessment Policy - Students

This Assessment Policy outlines student's responsibilities regarding assessment preparation, completion and submission.

ASSESSMENT PREPARATION

Copy draft and final due dates for all assessments in Student Planner

Prioritise assessment preparation based on due dates and complexity using Assessment Planner

ASSIGNMENT	EXAM	VET ASSESSMENT
<p>Plan actions to complete ASSIGNMENT on time:</p> <ul style="list-style-type: none"> • Clarify with teacher what you will be assessed on, and manage time wisely • Work on assessment tasks at school and at home • Revise lesson notes daily and connect ideas to the task • Seek teacher feedback on key ideas and how to connect them (e.g. Focus Correction Areas) • Use peer and teacher feedback to improve draft prior to submitting (e.g. Collaborative Feedback) • Attend tutorials and study groups in the Library • Inform teacher of any issues (absences, important commitments) 	<p>Plan actions to ace the EXAM:</p> <ul style="list-style-type: none"> • Clarify with teacher what you will be assessed on, and manage time wisely • Revise lesson notes daily and make connections to prior learning • Check your understanding of key concepts through conversations with peers and teachers • Attend tutorials and study groups, including those organised specifically for exam preparation • Inform teacher of known absences as soon as possible before the date of the exam 	<p>Plan actions to achieve competency:</p> <ul style="list-style-type: none"> • Copy final due dates for all competencies/assessment in Student Planner, including all theory and practical components • Attend all classes/workshops to ensure opportunities to access practical learning requirements for assessment • Work towards competency within required timeframes appropriate to the delivery of the specific qualification you are enrolled in
DRAFT COMPLETION	EXAM REVISION	WORKING TOWARDS COMPETENCY
<p>Year 10 – 12 students are allowed feedback on one full draft only.</p> <p>Year 7 – 9 students are allowed feedback on a number of drafts prior to draft due date, as outlined on the task sheet.</p> <ul style="list-style-type: none"> • Complete draft to the best of your ability • Submit draft to teacher before or on the due date to allow time for feedback • If unable to submit a full draft due to a known absence, contact Curriculum Head of Department with reasons and negotiate a new date for draft submission 	<ul style="list-style-type: none"> • Act on received feedback to ensure you are able to respond to all questions in the exam • Ensure you understand what you need to do to improve – ask your teacher to clarify feedback, if needed • Actively participate in the lesson where teacher gives whole class feedback on the revision exam • Revise complex content using notes, textbooks, online research • Complete questions to the best of your ability 	<ul style="list-style-type: none"> • Work progressively on assessment as required to meet monitoring and final due dates • Demonstrate appropriate evidence and progress towards achieving competency for assessment • Whilst you have multiple opportunities to demonstrate competence, ensure your attempts are appropriate (e.g. answer all questions or complete practical part to the best of your ability)
ASSESSMENT SUBMISSION/PARTICIPATION		
<p>Submit final copy of assignment as requested and on or before the due date.</p>	<p>Complete exam.</p>	<p>Complete VET assessment on or before set due dates.</p>
<p>KNOWN ABSENCES (e.g. traineeships, sporting commitments): Complete assessment on time, unless previously negotiated with Curriculum HOD. Provide supporting documentation from the teacher or parent to Curriculum HOD before the draft due date.</p> <p>UNKNOWN ABSENCES, including illness: Obtain relevant documentation or a medical certificate that covers you for all the days that you are not fit to attend school, and submit to Year Level HOD.</p>		
SPECIAL PROVISIONS and ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA)		

Special provision and AARA are applied when a student has specific educational needs which have been identified and documented in advance (where possible), and which may adversely affect their ability to demonstrate their learning. Special provisions and AARA are similar processes; however, applied in different curricula and for different students, i.e. special provision is applied in Year 7-10, and AARA in Years 11 and 12 for students who have a verified disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment tasks. Whilst Year 7-10 Special Provision conditions are the same, there are some differences in how AARA is applied in the drafting stages in Year 11 compared to Year 12.

Students in Years 7 – 10:

If eligible for Special Provision, student submits [Special Provision Application Form](#) to Year Level HOD via email or in person.

Students in Years 11 and 12:

If eligible for AARA due to a verified disability, impairment and/or medical condition, Life Coach will submit the application on student’s behalf.

If seeking AARA due to unforeseen circumstances, student submits [AARA Application Form](#) to Life Coach via email or in person.

FAILURE TO SUBMIT DRAFT ON TIME / COMPLETE EXAM / SUBMIT VET ASSESSMENT ON TIME

JUNIOR SECONDARY: Years 7 – 9

Students who fail to meet deadlines set by Curriculum Head of Department, without a valid reason may have to complete some or all of the following:

- Lunch time detentions issued by teacher at any time during drafting stage to ensure completion of assessment.
- Academic after school detentions issued by Head of Department after draft due date to ensure completion of assessment.

SENIOR SECONDARY: Years 10 – 12

Failure to meet deadlines set by Curriculum Head of Department without a valid reason will result in some or all of the following:

- Lunch time detentions issued by teacher at any time during drafting stage to ensure completion of assessment.
- Academic after school detentions or withdrawal from affected classes will be issued by Curriculum HOD after draft due date to ensure completion.

FAILURE TO: SUBMIT FINAL COPY ON TIME / COMPLETE EXAM / ACHIEVE COMPETENCY/IES IN VET

YEARS 7-11 STUDENTS

ASSIGNMENTS/EXAMS: Failure to submit final copy of assessment may result in: catch-up exam at time designated by Curriculum HOD; draft or work sighted by teacher marked as final copy, or academic penalty.

Plagiarised assessment: Only student’s own work will be marked, which may result in an A-E achievement or zero marks awarded.

VET ASSESSMENT IN YEAR 11: Failure to meet ongoing assessment requirements for VET may result in students not achieving competency/ies.

YEAR 12 STUDENTS

ASSIGNMENTS/EXAMS: Failure to submit final copy of assessment will incur academic penalty, resulting in draft mark or N rating being assigned for the task or subject, and loss of QCE credit.

Plagiarised assessment: Only student’s own work will be marked, which may result in an A-E achievement or zero marks awarded.

VET ASSESSMENT IN YEAR 12: Failure to meet ongoing assessment requirements for VET will result in students not achieving competency/ies.