ASSESSMENT POLICY

Parents & Students

YEARS 7 - 12

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Scope

This policy provides information for teachers, students and parents/caregivers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE). The framework for the policy is developed from the *QCE and QCIA policy and procedures handbook* available from www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019 and applies to all subjects in Years 7 to 10.

Rationale:

Marsden SHS is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards summative assessment completion for the QCE.

This policy outlines the expectations around assessment conditions at Marsden State High School, including assessment techniques, timeframes, lengths and extension (AARA) processes. This document outlines the key requirements for all students, parents, staff and school leaders with respect to assessment.
Adherence to this policy will ensure that students are treated consistently, fairly and equitably when preparing for and completing assessment tasks. It will also maintain the academic integrity of assessment.
It details the tight procedures relating to Access Arrangements and Reasonable Adjustments [AARA] for Year 11, 12 students.

The policy has been developed in conjunction with the following documents:
- QCE/QCIA handbook www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019
- P-12 Curriculum, assessment and reporting framework (CARF) https://education.qld.gov.au/curriculums/Documents/p-12-curriculum-assessment-reporting-framework.pdf

Responsibilities:

Marsden State High promotes academic integrity by developing students' skills and modelling appropriate academic practices. The following whole-school procedures support this endeavour.

1.1 School responsibility

Marsden State High is required to adhere to Department of Education policies for gathering evidence of student achievement on or before the due date.

Due dates for final responses, and drafts will be published in the school assessment calendar. The school assessment calendar will be emailed to parents and students according to year levels.

1.2 Student responsibility

Students are expected to:

- engage in the learning for the subject or course of study
- produce evidence of achievement that is authenticated as their own work
- submit responses to scheduled assessment on or before 3:00pm on the due date.

Students are responsible for:

- recording due dates in their diaries
- planning and managing their time to meet the due dates
- informing the school as soon as possible if they have concerns about assessment load and meeting due dates.

In cases where students are unable to meet a due date, they will:

- inform the Head of Department and classroom teacher as soon as possible
- **Year 7 – 10**: submit an *Application for Extension / Change of Date* form (see Appendix 1)
- **Year 11 – 12**: submit an *Access Arrangements and Reasonable Adjustments (AARA)* form (see Appendix 2) and attach relevant documentation, e.g. medical certificate. All final decisions are at the Snr School Head of Department's discretion. Refer to AARA information below.
- adhere to alternative arrangements for submission of assessment, if applicable, as decided by the school.

1.3 Parent responsibility

- Support students to submit all drafts and final assessment tasks by the due date and to attend all examinations.
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items.
- If required, apply for an extension prior to the due date.

Checkpoints

Checkpoints will:

- be detailed on student task sheets
- monitor student progress
- be used to establish student authorship.

Students will work on assessment during designated times and show evidence of progress at scheduled checkpoints.

Teachers will use these checkpoints to identify and support students to complete their assessment. Where a student does not meet:

- Checkpoint 1 deadline - the teacher will issue a detention until the work is completed. Head of Department and parents will be contacted if student does not attend the detention and checkpoints are still not met.
- Checkpoint 2 deadline – Contact will be in the form of a phone call and/or an email and will be recorded on One School ('Defiance'). Head of Department and parents will be contacted if student does not attend the detention and checkpoints are still not met.

Submission of Draft Assignments

- **Drafts:** A draft is a <u>serious</u> attempt at completion of task and is a key checkpoint. (*75% of the minimum word length* - suggestion) Types of drafts differ depending on subject, e.g. written draft, rehearsal of a performance piece, or a product in development. Drafts may be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons.
- Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons.

- **Non-submission of a draft:** Where a draft is not submitted and student *does not have* Head of Department approval for extension:
- The teacher will record 'Behaviour Incident - Defiance' on One School, teacher will email or phone parent, plus implement other teacher strategies to gather evidence of work (lunch support session / referral to department-led tutorial session)
- The student will be eligible for written peer editing/feedback.
- Teacher feedback (optional) is verbal only.

Feedback on Drafts

- **Feedback is:**
- provided on a maximum of one (1) draft of each student's response
- a consultative process that indicates aspects of the response to be improved or further developed
- delivered in a consistent, timely manner and format for all students
- stored with the draft in the student's folio in Senior Subjects

- **Feedback must not:**
- 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 and calculations in Senior Subjects
- allocate a mark.

Submission of Final Assignments: *3pm on due date*

Final assessments must be submitted by the time and location indicated on the cover sheet, unless an extension has been negotiated with the Head of Department. If the student is absent from school on the due date (illness, misadventure, traineeship, etc.), the assessment must be emailed to the class teacher by 3pm – the printed copy, task sheet and draft will be submitted on the student's return to school.

- Students must comply with the requirements outlined on the task sheet, including draft due dates, referencing and submission via Q-Learn.
- **Electronic copies** of assessment items should be saved in more than one location (e.g. USB, hard drive). <u>Losing an electronic or other copy of work is *not grounds for an extension.*</u>
- **Significant contribution of help:** Where a student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response, they will have supervised time to produce their own work in order to authenticate the work submitted.
- Draft and final responses for all internal assessment (Years 7 - 12) will be collected and stored in each assessment folios (may be electronic). Live performance assessments (Years 11, 12) will be recorded and stored as required for QCAA processes.
- **Written/Typed Tasks (Years 11, 12): S**tudents will upload the digital copy to QLearn to be checked for plagiarism; typed work should be Sz 12 Ariel or Times New Roman font
- Any hand-written work (Years 7 – 12) needs to be in blue or black pen and legible.

Plagiarism:

- Teachers should refer the student to the CHOD to discuss their concerns with the student.
- CHOD to contact home; OS contact logged.
- Penalties follow the current academic misconduct process, where the draft is marked. Submission of a draft/checkpoint evidence here is key.
- Work will be marked based on the evidence collected.

Spoken Tasks

- Scripts for spoken tasks must be submitted on the due date regardless of whether the student/ group is presenting on that date or not. This ensures equity across all students regardless of performance order. NOTE: If a script is not presented (live or recorded), it does not meet the conditions of a spoken presentation and will not be marked.
- Some subjects and faculties allow for the option for students to pre-record presentations or performances. Where this is the case, students must submit their pre-recording to the teacher on the due date on a USB. Files are too large to upload via email. If a parent/carer/family member cannot bring the USB to the school to meet submission requirements, a medical certificate must be submitted on the student's return to school - they will need to present live at a time selected by the teacher.
- If student is absent for a group performance/presentation, the group will still perform the assessment task on the due date. Another student needs to be given a copy of the script to fill in for the absent group member(s)
- When absent student next returns to school, they must provide evidence (medical certificate) of absence and negotiate a new performance/presentation time
- In some subjects group members may have to present/perform their assessment item twice due to a student absence

Managing response length

Students must adhere to assessment response lengths as specified by syllabus documents. The procedures below support students to manage their response length.

- If relevant, assessment task sheets indicate the required length of the response.
- Teaching and learning programs embed subject-specific strategies about responding purposefully within the prescribed conditions of the task.
- Model responses within the required length will be made available if relevant.
- Feedback about length is provided by teachers at checkpoints.

After all these strategies have been implemented, if the student's response exceeds the word or time length outlined on the assessment coversheet, Marsden SHS will:

- allow a student 48 hours to redact a response to meet the required length, before marking commences.
- If student does not use this opportunity, teachers will mark only the work up to the required length, excluding evidence over the prescribed limit.

Students in Years 7 & 8 are permitted a 20% tolerance to the published length.

Students in Years 9 & 10 are permitted a 10% tolerance to the published length.

Students in Years 11 and 12 must write within the range listed on the task sheet.

Managing non-submission of assessment by the due date

Years 7 – 10: When a student does not submit a response to an assessment instrument on or before
the due date (except when an extension is granted), a result will be awarded using *evidence available on or before the
due date* - e.g. class work, a draft, rehearsal notes, photographs of student work.

- Teacher contact to the parent/carer will be in the form of a phone call and/or an email and recorded on One School. If contact is not successful, then the teacher is to notify the relevant Head of Department.
- **Absence of checkpoint or draft work:** The students will work with the Head of Department, outside of class time, to complete work on the assessment. The work completed in this time will be used to grade the student.

Years 11 – 12: It is important to note in line with QCAA that students may not be awarded credit in a semester/unit
where there is insufficient coverage of the course or where all assessment items have not been completed. *Stages of
cancellation processes* may begin as a result of a student submitting minimal to no assessment work for any subject(s)

- Teacher contact to the parent/carer will be in the form of a phone call and/or an email and recorded on One School. If contact is not successful, then the teacher is to notify the relevant Head of Department.
- **Absence of checkpoint or draft work:** The students will work with the Head of Department, outside of class time, to complete work on the assessment. The work completed in this time will be used to grade the student.
- **Failure to comply with Examination and Assessment Policies**:
  Failure to comply with any of the above policies regarding internal assessment tasks and examinations will result in consequences outlined in the QCAA guidelines. Students should be aware that failure to comply with the above policies may result in the award of an N grade which will not attract points to be credited towards a QCE (Queensland Certificate of Education).

Storage and Disposal of Student Work

- In line with the DoE policy MSHS teachers are required to retain assessment until the end of the term after the grade has been reported on. Therefore, the end of term 3 for Semester 1 reporting and the end of Term 1 for Semester 2 reporting. Teachers are permitted to keep exemplars of student work for up to five years. Student work must be stored securely at school and HODs are responsible for ensuring appropriate storage facilities are available.

Examinations

Years 7 – 10: Procedure for missed examinations: If a student does not sit an exam …

      a) Parents/carers must contact the school **within 24 hours of the missed exam.**

On return to school, the student must complete the illness or misadventure form to support the new exam date. Once submitted, the student must complete the exam at the earliest possible time determined by the classroom teacher.

      b) **and does NOT complete an illness or misadventure form, the student must complete the exam at the earliest possible time determined by the classroom teacher.**

An email will be sent home from the Head of Department, informing parents/carers of the missed exam, restating the expectations of a student missing an exam. In addition, the email will inform parents/carers of the consequences of not providing supporting documentation for missed assessment in senior years (10 - 12).

- **Students on suspension**

  Students on suspension, at the discretion of the School Principal, Year Level Head of Department and in consultation with the relevant Head of Department, will be given the opportunity to complete any examination as scheduled during their suspension period.

Years 11 – 12: Procedure for missed exams:

Please note that no alternative arrangements can be made if a student does not attend a senior external examination. Any student that is unable to sit an external exam must immediately contact the school external assessment coordinator through the senior school office to complete an AARA - QCAA application - for illness and misadventure (see appendix).

- **School-based internal exams:**
  - Student advises the school office and/or Head of Department of absence/s at the earliest opportunity.
  - Student completes a comparable exam, in consultation with the Head of Department, on their return to school. Venue and supervision will be organized by the Head of Department
  - Student completes Change to Assessment Conditions and AARA form at earliest opportunity and attaches documentary evidence; student submits Change to Assessment Conditions form to Senior School Head of Department
  - Senior School Head of Department advises student if approved/not approved
  - Approved student will receive result for exam. Students whose application is not approved will be given an N rating (not rated)
- **Students on suspension**
  - Students on suspension, at the discretion of the School Principal, Year Level Head of Department and in consultation with the relevant Head of Department, will be given the opportunity to complete any examination as scheduled during their suspension period.

  - Year Level Head of Department or Deputy Principal to communicate time and venue to parents/carers for the student to sit the exam. On completion of their exam, students will leave the school to return home.

Misbehaviour/misconduct during an exam:

  - Statement from the supervisor to be attached to the assessment item
  - One School incident report – stating academic misconduct
  - Identify section where cheating occurred and this section receives 0 credit
  - Head of Department interview with student. Phone call and/or interview with the parent
  - Detention issued by Head of Department

Years 11 – 12

Application for an AARA - Access arrangements and reasonable adjustments, including illness and misadventure

- The student and parent/caregiver initiate the application process/need for an AARA as soon as possible.
- Contact the relevant Head of Department or the Senior School Head of Department for copies of the extension and AARA applications.

Marsden State High is committed to reducing barriers to success for all students. AARA are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

The school follows the processes as outlined in the *QCE and QCIA policy and procedures handbook* available from www.qcaa.qld.edu.au/senior/certificates-andqualifications/qce-qcia-handbook-2019.
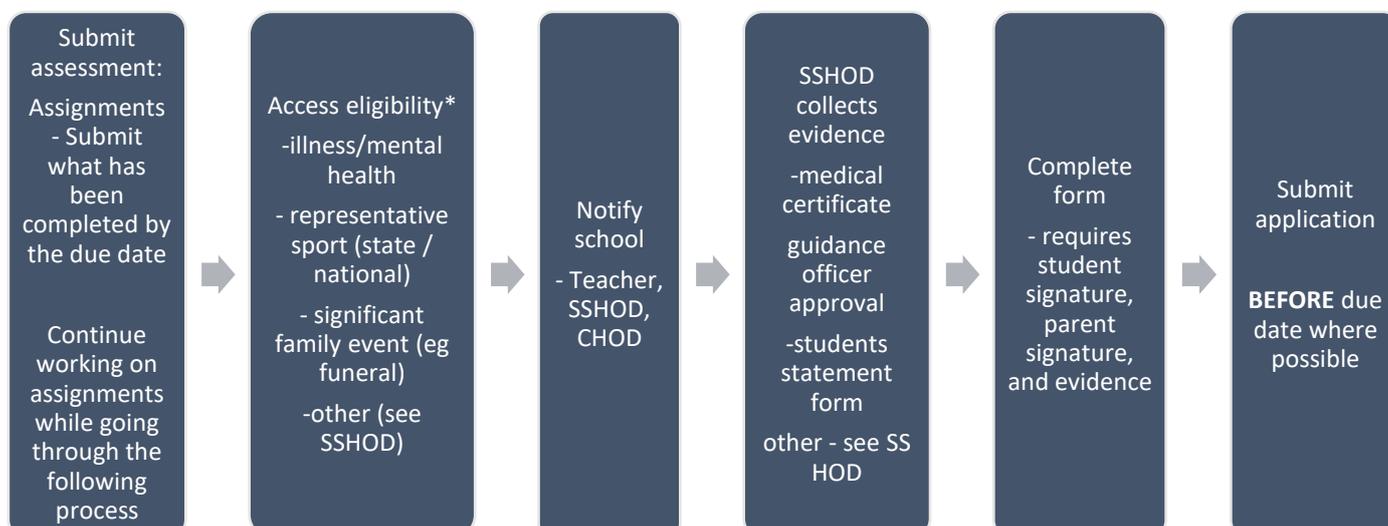
The Senior School Head of Department manages all approval of AARA for students. All AARA applications must be accompanied by the relevant supporting documentation and made as far in advance as possible to meet the QCAA published timelines. All evidence used to make decisions is recorded in the student's file by the Senior School Head of Department.

Students absent due to planned school-approved absences are advised to submit their AARA application 2 weeks in advance of the original due date. Students are required to sit a comparable examination before the due date or for non-examinations, are required to submit/present their assessment on or before the due date.

Students are not eligible for AARA on the following grounds:
- family holidays
- work commitments
- school sporting events
- unfamiliarity with the English language
- teacher absence or other teacher-related issues
- misreading an exam timetable
- misreading instructions in exams
- matters of the student's or parent's/carer's own choosing
- matters that the school could have avoided.

Marsden SHS AARA Process

Submit assessment: Assignments - Submit what has been completed by the due date Continue working on assignments while going through the following process	Access eligibility* -illness/mental health - representative sport (state / national) - significant family event (eg funeral) -other (see SSHOD)	Notify school - Teacher, SSHOD, CHOD	SSHOD collects evidence -medical certificate guidance officer approval -students statement form other - see SS HOD	Complete form - requires student signature, parent signature, and evidence	Submit application BEFORE due date where possible

VET Assessment

Failure to meet ongoing assessment requirements in VET will result in students not achieving competency/ies. This may be grounds to start the student's cancellation of enrolment.

VET ASSESSMENT	WORKING TOWARDS COMPETENCY	SUBMISSION and PARTICIPATION
Plan actions to achieve competency: • 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.	• 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)	**Complete VET assessment on or before set due dates.**

Appendix 1: Application for Extension / Change of Date

Marsden State High School

APPLICATION FOR EXTENSION YEARS 7 – 10

Requests must be made PRIOR to the day assessments are due

Student name:	
Teacher name:	
Subject and Year Level:	
Assessment Type:	
Reason for Extension Request: (if relevant attach Medical Certificate, or Guidance note or note from parent, etc)	
Original due date:	
Discussion with HOD?	Yes ☐ Signed (HOD):
Negotiated NEW DATE:	

Appendix 2: YEARS 11 – 12 (APPLIED & GENERAL SUBJECTS)

Access arrangements and reasonable adjustments, including illness and misadventure (AARA)

Application for Access Arrangements and Reasonable Adjustments (AARA) - Extension

The AARA is decided on by the Principal and reported to QCAA. Timely submission of this form and the accompanying medical report is very important. Please complete both pages of this form and submit it to the relevant Head of Department. *Please note: The adjustments requested must align with the recommendations of your medical practitioner. Applicant will be advised of the outcome of this application as soon as possible.*

PERSONAL DETAILS (Legal Name Only)		
Family Name	Given Name/s	Year Level

APPLICATION CATEGORY AND CONDITIONS - Please state: Disability, Medical Condition

Reason (Must meet Eligibility):

Dates Affected:

Evidence Provided (Please tick)

☐ Medical Certificate	☐ Guidance Officer Approval	☐ OneSchool Enrolment
☐ Student Statement	☐ Representative Sport Letter	☐ Other:

SIGNATURES:	
Student's Name:	Parent/Carer's Name:
Signature:	Signature:
Date:	Date:

Subject Code	Teacher	Examination/ Non Examination	IA #	Original Date	Revised Date
If Applied:		☐ Collection of work	☐ Investigation	☐ Practical	☐ Project
		☐ Extended Response	☐ Performance	☐ Product	

ADMINISTRATION TO COMPLETE:	
Medical Report (Registered GP, Specialist or Psychologist is to complete medical report. The practioner must not be related to the student).	
Students with disability - EAP verification (Verified students - School will apply on behalf of the students)	For ***disability, impairment and/or medical condition*** -EAP report can be available from special education unit. -If verification has expired an updated medical report is required
Evidence (Unverified students - Parents/carers/students will apply to the Life Coach • Medical certificate • Other » Teacher observations » Standardised test results » Other (Please specify)	For **students not verified under AIMS** medical report form must outline: -diagnosis of disability and/or medical condition • date of diagnosis • date of occurrence or onset of the disability and/or medical condition • symptoms, treatment or course of action related to the disability and/or medical condition • Information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment Professional recommendations regarding AARA
External exams • Medical report • School statement • Student statement (optional) ***IMPORTANT - Medical report must be QCAA format only***	For illness or misadventure, please provide a report from an independent health professional that includes the following details: • the illness, condition or event (including details of a diagnosis, where applicable) • date of diagnosis, onset or occurrence • symptoms, treatment or course of action related to the condition or event • explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
• Police report • Death notice • School statement • Student statement (optional)	For non-medical claims, written evidence from a relevant independent professional or other independent third party, such as a social worker, member of the clergy, policy officer, solicitor or funeral director.
APPROVAL:	
Senior Schooling HOD	**Senior Schooling Administration**
Signature:	Signature:
Date:	Date:

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Appendix 6: Marsden SHS Exam Guidelines

Room Layout

- Seat students separately in alphabetical family name order.
- All material relevant to the exam in the assessment room is to be removed or concealed.

Late Arrival: External Exams (NAPLAN, QCAA)

- Students who arrive up to 10 minutes after the start time may be admitted to the session. Students more than 10 minutes late will not be admitted to the session and must report to Student Services.

Early Departure

- Students may not leave the session early.

Equipment

- All student equipment necessary for the assessment is to be presented for inspection in a clear plastic zip lock bag or container.
- Electronic devices, including mobile phones and smart watches are not permitted during the assessment time. These are to be stored in student bags to be left outside of the examination room.
- Food is not permitted in the assessment room. Water bottles are to be clear and labels removed.

Protocols

- Students are not to communicate with each other once they enter the assessment room.
- Students are to signal teachers by raising their hand and waiting quietly
- Teachers are to ensure correct equipment is provided by and for the students. Equipment may be supplied for students, however, a consequence for unprepared students should be issued.
- Perusal time must be set and adhered to. There is to be no writing or use of calculators during this time.
- Teachers are to display the following on the Whiteboard:
  - Start perusal time
  - Start working time (notification of 60 mins, 30 mins, 10 mins remaining)
  - Finish time
- Students are to remain quiet and in their seats until all work is collected
- Students may not complete any other activity during an examination.

Permitted equipment – essential	Permitted equipment – optional	Not Permitted
Transparent container to carry equipment Pens (black/blue ink) 2B pencils Pencil Sharpener Eraser Ruler Approved calculator Drawing compass / protractor (if required)	Correcting tape Highlighter/s Clear water bottle	Electronic devices (such as Smart Watch, mobile phones, iPad, laptops, translators) Notes/books (unless specified otherwise by task sheet)