

ASSESSMENT POLICY



Assessment Tasks:

Assignment work and test instruments generate a body of evidence of student work that is used to make judgements about exit levels of achievement. These assessment tasks might include assignments, exams and folios of work. Due deadlines for assessment tasks are set so that teachers are able to make timely judgements about achievement at a particular stage of the course of study.

Assessment tasks should be personally submitted to the classroom teacher during the relevant lesson, **on or before the due date**. Students who are unable to submit the assignment to the teacher should hand it in to the office (only by prior arrangement with the teacher and receive a receipt from office staff). For practical subjects like Industrial Skills, Art and Home Economics, projects are required to be submitted to the relevant department.

Students are required to submit a draft by the indicated date.

Students who are absent on the day an assessment task is due may:

- send the assignment to school with a relative or friend
- post the assignment, post marked the same date as the assignment is due
- email the assignment directly to the teacher or info@centheigshs.eq.edu.au (marked to the attention of the specific teacher)
- contact the relevant Head of Department **on the due day** to explain the circumstances and make arrangements about the assessment task being completed.

Extensions:

Students may apply for an extension from the relevant Head of Department **before** the due date if:

- they have been ill for a number of days - students may produce a medical certificate
- there are special or emergent circumstances at home

Late and Non-Submission of Assignments:

To ensure students may be given the appropriate level of achievement the following procedures apply:

Where a student is absent on the due date and a phone call to the Head of Department explaining the special circumstances or a medical certificate is not received:

- the draft copy response will be graded but a final assignment is still required to be submitted
- OR**
- where a draft has not been submitted, or is not applicable, in the next lesson of the subject, students will be required to complete the assignment afresh, without the benefit of notes/research materials

In practical areas like Industrial Skills and Art, because the nature of these subjects requires students to work for extended periods on the development and creation of a piece of work, the work will be assessed, based on the last sighting of the said work.

In the case where students do not hand in a piece of assessment, their course completion and final level of achievement may be jeopardised. According to Queensland Curriculum Assessment Authority (QCAA) policy, to be awarded an Exit Level in a subject (in Years 11 and 12) students are required to have met the requirements of the assessment program and be able to show evidence of the standard awarded. Unless Special Consideration is granted (a process that is required to be undertaken with the school's Guidance Officer in line with QCAA policy) then students are required to submit all assessment by the required due date. It is essential that students ensure they meet all assessment expectations in order to ensure they receive credit for a subject.

In instances where students do not complete all assessment by the end of a term, despite efforts of school staff to ensure this occurs, the student may not be permitted to return to timetabled classes until such time as all work is completed.

Plagiarism:

If work has been submitted for assessment and there is clear evidence of plagiarism, then the student will be required to complete the assignment again in an in-class withdrawal during the next available lesson. In these circumstances, students are not permitted to bring in work to submit or information that assists them with the required task.

(Reviewed August 2018)

Assessment Draft

A draft is a body of evidence that is provided by students in response to an assessment.

Purpose of a draft

Drafting is a consultation process, not a marking process. Teachers will award a result on the final copy only.

The purpose of a draft is to provide feedback so students may make improvements to the response and develop their editing skills.

A draft is required to be close to the final version submitted.

Teachers will provide feedback only to students who submit a complete draft.

A draft is required to be submitted on the due date as indicated in the Student Assessment Planner.

For students

Drafting feedback should ask students to reflect on strategies they might use to refine and improve their work to meet the identified features in the task-specific standards.

Elements of a Draft

Revision

Drafting allows the student the opportunity to try a different way of structuring/starting or finishing a sentence, paragraph or whole text; a different order of ideas and elements.

Proofreading and Editing

The polishing stage of the process. This stage ensures the best possible version of a written piece.

Teachers may:

Provide individual feedback – either written or verbal

Provide whole class feedback

Provide excerpt analysis – providing feedback with a specific aspect (introduction, paragraph, language, main idea, supporting evidence/research, editing of grammar/syntax)

Provide exemplars of the expected standard of work