



Always Worthy

Cleveland District State High School Assessment Policy

General Comments - Assessment is a mandatory part of all curricula/work programs.

Non-submission - If assessment is not completed, students will not be able to be rated unless Extenuating Circumstances/Special Provision procedures have been followed. This has serious consequences for students. According to Queensland Curriculum and Assessment Authority (QCAA) requirements, students will not receive an E rating for a non-submitted assessment item but will be considered to have not studied a subject and therefore will not receive any credit for that subject for the semester.

Late submission – Assessment (both assignments and tests) submitted after the due date will be added to the student folio so that the student can be rated for the semester. However, assessments that are submitted late **will not** contribute to student results.

Both non-submission and late submission of assessment impact on the Queensland Certificate of Education (QCE), Overall Position (OP)/Rank and pathways to further learning or employment. The following policy will apply to all students.

Definition - Assignment

An Assignment is an extended piece of work requiring both in-school and out-of-school time for completion. **This includes written, practical and oral presentations of any type.** At Cleveland District State High School, the assignment will consist of **two mandatory stages.**

Stage 1: The Draft:

Due at least one (1) week in advance of finished assignment.

Due date: Generally the first lesson of the week in the subject area.

NB: If feedback is required, two copies of the draft need to be submitted (or electronic submission)

Completed

Stage 2: The final assignment

Due date: The week after Stage 1
Student to hand in final copy plus any drafts plans etc. If written texts are required for orals they are all to be submitted on the due date.

Completed

Not Completed

Not Completed

Years 11 and 12

- A letter sent home to parents/guardian.
- Student expected to complete the draft and hand it in by Friday of that week.
- Failure to do so, student given Monday detention to complete the draft.

Years 7, 8, 9 and 10

- A letter sent home to parents/guardian.
- Student given detentions to complete the draft

Not
Completed
Refer to
HOD

All Year Levels

- Student to complete assignment under supervised conditions during lesson (Draft used as supplementary evidence). Assignment collected and marked.
- Absence on day – contact **must** be made with the office. Student submits assignment to office on first day back at school.
- Computer/printer malfunctions – student completes assignment as above.
- If no contact is made, the draft will be marked.

Extenuating Circumstances/Special Provisions (Years 10, 11 and 12)

Where conditions are extensive and seriously affect learning and assessment, students should apply for Special Provisions.

- It is the responsibility of the student and/or parent/carer of the student to contact the Guidance Officer to apply for Special Provisions. Where possible, documentary evidence should be provided.
- All relevant information is passed on to the Faculty Head(s) of Department who, together with the subject teacher, considers the application and the QSA guidelines to determine if educational disadvantage is evident in their subject area. Faculty Head(s) of Department then decide on the adjustments to assessment requirements or conditions that best address the educational disadvantage identified.
- Procedures are already in place for extensions and absence from assessment.

Reasonable Educational Adjustments

The adjustments to assessment requirements or conditions will depend on the extent of the educational disadvantage and the subject area(s) under consideration but could include:

- Additional time to submit assignments or complete examinations.
- Deferring examinations.
- Exemption from examinations or assignments.
- Averaging marks.
- Reducing the student's study load.
- Alternatives for hearing or physical impairments.
- Use of specialized equipment (eg computer).
- Provision of a reader or scribe.
- Assistance for language difficulties.
- Alternatives for other cultures.

Guidelines

Each case is considered on an individual basis and decisions reached through consultation. The Principal and teachers, with the advice and assistance of the QSA (if required) will:

- Consult with the student and the student's parents/carers regarding any preferred adjustments, any adjustments that have been provided previously and any recommended or alternative adjustments.
- Take into account the nature of a student's disability or the reason for the student's specific educational needs.
- Consider the effects of the adjustment on the student, including the effect on the student's ability to achieve the learning outcomes and to participate in the courses of study, and the effect on their independence.
- Identify assessment instruments that may require reasonable adjustment for students with specific educational needs.
- Seek advice from other relevant personnel if considered necessary.
- Make adjustments about the nature and appropriateness of the adjustments. This may include considering the costs and benefits of making the adjustment.
- Assess whether changes are needed to the adjustment over the period of a student's education in order to allow for the changing needs of the student over time.

Further information on Special Provisions is available from the Guidance Officer (3824 9210) and QSA website (www.qsa.qld.edu.au/2132.html).

Assignment Rationale and General Guidelines

Rationale:

- The assignment is a valuable part of student assessment, as it is an extended piece of writing not under supervised conditions.
- It develops independent learning and student responsibility and, as such, must be the student's own work.
- Assignments contribute to overall results /ratings in all year levels.

Student responsibility:

- Ensure that all work submitted is the student's own work. Plagiarism is **not** acceptable. This includes copying of any work or the ideas of others from any source e.g. the Internet, books, magazines. Assignments that are plagiarised will not be accepted. Students will be directed to resubmit the assignment and the resubmit will be treated as a late submission. Plagiarism will be reported to Administration and disciplinary consequences may also apply.
- Acknowledge any work that is referred to. See Methods of Referencing in the student diary.
- Complete Stage 1 (draft) and Stage 2 (final assignment) of the assignment on time and submit all drafts, notes to the subject teacher.
- Contact the HOD as soon as possible if extenuating circumstances arise for which an extension may be granted. This must be done before the due date for either Stage 1 or Stage 2.
- Ensure that any work completed on your computer at home is done using compatible programs and transferred to school using reliable technology such as memory sticks.

Please note

In the Senior School, QSA policy allows students to revisit items of assessment. However, there are strict guidelines for this procedure and students and their parents/guardians will need to contact the relevant HOD to enquire about what is required. Students may not revisit tasks that were not completed nor may they repeat the task they were originally given.

Teacher responsibility:

- Ensure that assignment loads are reasonable and that the amount of time allocated in class is a reflection of the time and effort needed to complete the task.
- Ensure that assignments do not impose significant cost to parents.
- Ensure that adequate resources are available and accessible to students. Contact the Teacher/librarians and HOD prior to setting the task.
- Ensure all the processes are taught and then assessed developmentally.
- Allow sufficient time for planning, research, writing and re-writing and final presentation so the majority of students have the opportunity to achieve at least a Sound level.
- Set due dates that will be adhered to for both Stage 1 and Stage 2. HODs must be consulted before any date changes can be made.
- Provide task details, the due dates of both stages, conditions for the assignment and evaluation criteria to the students in ample time for them to complete both stages of the task by the due dates.

Definition- Examination

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place. Students will be notified well in advance about the dates, time and type of test whether they are formative or summative in nature. An assessment planner will be provided.

Absence for exam:

- Advance notice of absence e.g. family holiday, specialist appointment. *Please note, the student generally will not be permitted to sit for an exam prior to the remainder of the group*
- Sickness on the day
- Major family emergency e.g. serious ill health of close relatives, funeral

Student sits for exam on the date set

Parents/guardians must:

- Notify the school in advance of family holidays etc
- Telephone the school on the day of the test for sickness or exceptional circumstances

Student must:

- Report to the subject teacher immediately on return to school with documentary evidence to support absence.
- Report to the HOD with documentary evidence if the school was not contacted on or before the day of the exam.
- If Special Provisions are required, the normal procedure is to be followed.
- If parental contact is not made or documentary evidence (such as a medical certificate) cannot be provided, the student will be required to sit the test but it will be treated as a late submission.

Exam marked and recorded.
NB: Treated as a late submission if sat after the due date without parental contact and/or documentary evidence.

Student will sit for any missed exams under supervised conditions immediately on return to class.