

GLADSTONE STATE HIGH SCHOOL ASSESSMENT POLICY

RATIONALE

The Assessment Policy exists in order to ensure that students and staff have clear and consistent guidelines for the setting, completion and collection of all assessment items which enhance access, participation and equity of outcomes for the range of students across all year levels.

OBJECTIVES

The Assessment Policy applies to all year levels and:

- ensures that student assessment loads are not excessive;
- provides that students receive specific information as part of the assessment process
- provides that the class teacher is supportive of the assessment process by providing learning experiences that are appropriate for the completion of the assessment task
- provides that the class teacher monitors student progress throughout a staged process of assignment development
- includes details to ensure that submission conditions are fair and equitable, including provision for exceptional circumstances.

GUIDELINES

1. The Principal, on advice from the School Executive Committee, has the responsibility of ensuring that excessive assessment does not occur in any school area at any one time.
2. Heads of Department will ensure that assessment loads placed on students within their subject area are manageable.
3. At the beginning of each Semester, each Head of Department will provide details of all assessment (exams and assignment tasks) and due dates for their Department. This information, approved by School Executive, is entered on the School Assessment Calendar.
4. The School Assessment Calendar will be provided to students no later than Week 4 of each Semester.
5. Only Heads of Department may change the published due date of an assessment task, due to unforeseen circumstances. Students are to be notified directly.
6. Heads of Department will determine the date and method of collection.
7. Heads of Department will ensure conditions for assessment are fair and equitable for all students.
8. No assignment should be due in the first week of a new school term.
9. Assignment deadlines must always be 4.00pm on the specified due date. Assignments that are handed in after 3.00pm must be handed in at the front office. A member of the school administration will sign, date and indicate their time of arrival.
10. Whether an assessment piece is kept for assessment purposes or not, students will be allowed the option to take it (or a photocopy) home for a short period of time so that it can be viewed by parents or caregivers. Senior assessment must be retained by the school for state-wide moderation purposes.

11. Information provided for a particular assignment will include:

- § a clear and specific description of the task
- § a clear and specific statement of the process for completion – including drafting
- § the due date
- § conditions for completion
- § criteria for assessment.

12. The processes required for the completion of an assignment will be explicitly taught as part of lessons at school.

13. Assessment which contributes to decision making about students' level of achievement will satisfy the following criteria:

- § it must be the student's own work; plagiarism will not be tolerated (refer to point 16)
- § it must be completed and submitted by the specified Due Date, unless an Extension or Exemption has been granted by the Head of Department

14. Request for Extension of the Due Date for Assignments

§ where exceptional circumstances exist, an Extension of the Due Date may be sought by a student by collecting an Extension Request form from the school office. Wherever possible, this should be done prior to the due date. This form, accompanied by a parental letter of explanation and/or medical certificate is presented to the student's teacher. This passes to the Head of Department, who may grant or deny the extension request. If the request is denied, the student may seek a review from the Principal or his delegate.

§ exceptional circumstances include:

- extended absences due to illness, supported by a medical certificate or through parental communication
- absence due to illness or bereavement or other special circumstances on the due date, supported by a medical certificate or through parental communication, where it was not possible to convey such during the assignment writing process.

§ exceptional circumstances do NOT include:

- work commitments
- last-minute technology malfunction – students must ensure they have back up copy or email work to school

15. Assignment Not Submitted by due date without Extension (applies to all year levels)

When a final assignment is not submitted by the due date, without prior arrangement and/or supporting documentation:

- § the student will be awarded a grade based on the work seen or demonstrated up to and including the due date; in most circumstances, this will be the Draft mark
- § the teacher will collect evidence of work completed, attach the Assessment Task and Criteria Sheets, annotate Criteria Sheet accordingly, and place in student's folio. This grade is used when determining overall Level of Achievement for the subject
- § the teacher will notify the parent of non-submission of the final copy

- § where no evidence is available for collation in student's folio, the student, under the teacher's direction, will attempt and submit the task at the next available opportunity eg. the next lesson, lunch break, after school. This will be marked and graded by the teacher and placed in student's folio, for the purpose of determining overall Level of Achievement in the subject
- § It is an expectation that every student attempts and submits all set assessment tasks, unless exemption has been granted
- § Failure to submit an assessment item (without an Exemption) will result in an NR for that item. Refer to Point 18 for additional requirements for Senior School.

16. Exams Not Sat on Due Date

- § If a student is absent due to other unavoidable school commitments (eg. sport representation), arrangement to sit the exam at the next available opportunity should be made, prior to the event, via negotiation with the Head of Department
- § If a student is absent for other legitimate reasons (eg. illness, extenuating family circumstances), an Extension/Exemption Request Form is to be completed and submitted, with supporting evidence, to the Head of Department for consideration.
- § Failure to comply with the above will result in an NR for the exam, and the resultant consequences (refer to Point 18). Parents will be contacted by teacher or Head of Department.

17. Plagiarism

- § Plagiarism is the appropriation or imitation of another's ideas to be passed off as one's own. For example, it can amount to copying part or all of another student's work; taking a segment/s of published work and incorporating it, without referencing, into the student's work.
- § Where plagiarism is suspected:
 - firstly notify the Head of Department
 - HOD / teacher discusses specific concerns with the student, using evidence
 - contact parent
- § Assess the component of the work that is the student's own (if any), against the assessment criteria, and record the appropriate Grade.

18. Additional information for Senior students (in accordance with QSA policy)

- § In order to be awarded a standard (A – E) for an assessment item, the student must provide evidence to demonstrate the descriptors stated in the exit criteria and standards. An E standard for a particular piece of assessment cannot be awarded where there is no physical evidence for it. Such a piece would receive a Not Rated (NR)
- § Students who frequently fail to submit assessment items may not be awarded a level of achievement for a course of study, if they do not complete the substantive requirements of the syllabus. In this case, the QSA will be notified that no result for that subject will appear on the Senior Certificate
- § Where substantive requirements of a syllabus have been met, but summative assessment requirements are incomplete, a student may still receive a level of achievement, but consideration may be given to the number of semesters of credit awarded for the course. This may impact on OP eligibility. Consequently, students will be made aware that all summative assessment is mandatory.

Example 1. A student does not submit all items of assessment:

- determine a Level of Achievement based on available evidence
- teacher/HOD to advise DP responsible for QSA data, preferably prior to Verification
- the number of semesters of credit on SDCS is adjusted to reflect relative coverage of the course
- advise student of adjustment.

Example 2. A student has virtually no assessment or evidence of achievement (ie. the student has not substantially covered the course and has not been adequately assessed):

- student does not receive an Exit result
- teacher / HOD advises DP responsible for QSA data
- principal (or DP) advises QSA no later than Friday 25th November
- student is not included on R6
- student's details for that subject are removed from SDCS
- the QSA will give the student a 'show cause notice' with an invitation to query why this decision should not be made.