Assessment and Exam Procedures - 2015

The academic achievement of our students is very important to staff at St Francis College. It is our job to help students realise their full potential. As educators, we are mindful of the pressures placed on students in the secondary school, particularly in regards to assignments and exams. It is for this reason that we have put procedures in place to ensure students submit their assignment drafts on time and receive valuable input from their teachers before submitting a final copy.

Non-submission of Drafts and Assignments

- **If students do not submit the draft on the due date:**
  - Teachers are to complete a ‘non-submission of draft letter’.
  - The tear-off slip at the bottom of the failure to submit draft letter is to be removed by the class teachers and given to the office who will add details to a database.
  - The top part of the letter is to be issued to students to take home to their parents that night and a note put in the student’s diary for parents to sign to indicate receipt of the letter.
  - The draft is then expected to be submitted to the teacher by email or the Office by 9am the following day.
  - Office staff will date stamp the draft and put in the teacher’s pigeonhole.
  - Middle Leaders will monitor this database and follow up with students where this is recurring pattern.
  - If students do not submit the draft as requested Middle Leaders should be notified and should annotate the database to this affect.

- **If students do not submit assessment tasks on the due date:**
  - Teachers are to check they have drafts they can use in place of the final assessment task for that student.
  - If not, the student is to be instructed to work on the assessment task that lesson and this work will be used in place of the assessment task.
  - In both instances a ‘non-submission of assessment letter’ is to be mailed home to parents.
  - The tear-off slip at the bottom of the letter will be given to the office who will update the assessment database.
  - Middle Leaders will monitor this database and follow up with students where this is occurring frequently.

Submission for oral presentations:

- Scripts and any other supporting evidence for all students are to be submitted on the due date
- Presentations may occur over a period after the due date
- All presentations should reflect the work submitted on the due date and students presenting later in the week should not have an advantage of the extra time to do extra work on the presentation or the supporting evidence

- **If students are absent the day an assessment task is due:**
  - Parents will be phoned to let them know that assessment was due that day and request that if possible the student response be emailed to the teacher or dropped off at the office before 3pm.
  - If it is not possible to organise for submission of the response that day the student is to see the teacher the day they return to school with a completed application for extension form (available in the office). For Year 11/12 a medical certificate needs to be attached. For Years 7-10 a letter from the parent explaining that they were ill needs to be provided.
  - If parents are unable to obtain a medical certificate the student needs to see the Curriculum Middle Leader or Assistant Principal Curriculum.
  - If there was reason other than illness for the absence the student to see the Assistant Principal Curriculum upon their return to school and to bring any work they have towards the assignment with them.
  - If it is not possible to contact the parents, the teacher should inform the Curriculum Middle Leader via email.
  - If the student does not present the completed task and an application for extension form to the teacher by the next lesson the teacher should use the draft or drafting materials for
assessment purposes and send the ‘failure to submit assessment letter home’ as above. If there are no drafting materials the teacher should get the students to complete work towards the assessment task during that lesson and use that for assessment purposes and send the ‘failure to submit assessment’ letter home as above.

- The teacher should update the Curriculum Middle Leader with the final course of action with regards to assessment for that student.

**ABSENCE FROM EXAMS**

- Teachers will advise the Curriculum Middle Leader and Office so that contact can be made with home.

- Students will need to complete an Application for Extension Form and include evidence from student/parent of reason for absence.

- The Students will sit the exam (modified if possible) upon their return to school in consultation with the teacher.

**Monitoring of failure to submit drafts and assessment tasks**

- Middle Leaders are responsible for ongoing monitoring of students that fail to submit drafts and assessment tasks.

- A database for recording all failure to submit drafts and assessment task letters home is kept.

- Both Curriculum and Pastoral Middle Leaders will monitor patterns in student behaviour. Where failure to submit is an issue relating only to a particular subject the Curriculum Middle Leader will follow up. Where a student is experiencing difficulty submitting drafts and/or final assessment tasks across a number of subjects the Pastoral Middle Leader will follow up. Communication between both groups and with teachers and parents will help to reduce the incidence of failure to submit over time.

**Applying for extensions**

Extensions are only available for illness, family or personal crisis, attendance at high level sporting events. Application for extensions forms are available from the Office and should be applied for in advance where possible.

- Absences due to illness need a letter from a parent (year 7-10) or a medical certificate (Years 11/12). If there is difficulty obtaining a medical certificate parents should contact the school for advice. For personal or family crisis the student should see their year level coordinator or the College counsellors. For high level sporting events students need a letter from the organising body or Ms Allam’s signature on the form.

- Technical difficulties are not a reason to ask for an extension. Students should hand write their assignment and hand in to the teacher on the due date if they experience such difficulties. Absence due to family holidays is not reason to apply for an extension. Students should hand all assignments in before they leave or email them to the teacher on the due date. The Queensland Government makes it quite clear that students are expected to be attending school or participating in school supported activities every designated school day unless they are ill.

Staff at St Francis College look forward to parents’ support for the assessment and exam procedures outlined above. Evidence of what students have learnt from their assignment and exams is the only way we can support students in their learning and improve their results. It is essential that students experiencing difficulty understanding the work seek assistance from their teachers. Homework Club is a great help to students with teachers available to assist students on Tuesday and Thursday afternoons until 4pm.

Students sometimes have difficulty in managing their time and leave assignments to the last minute. Assessment calendars were issued in Week 3 and a copy was attached to the newsletters. These are also available on the College website. Parents can assist their child in managing time by regularly
referring to the calendars and ensuring students are keeping up.

The ongoing monitoring of students and their submission of assessment will help us to keep track of how a student is progressing across subject areas. While one instance of not submitting an assignment on time is regrettable, a pattern of not submitting over time is of great concern. In such instances, an appointment will be scheduled to meet with you and your child to discuss ways to help him/her submit all drafts and assignments on time.