

# ASSESSMENT POLICY

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## AIM

The following guidelines are outlined to ensure that students are aware of their responsibilities regarding the completion of assessment and to meet the requirements of their study programme.

## WHAT ARE MY ASSESSMENT RESPONSIBILITIES?

- Record all assessment dates in your planner;
- Sit exams on the dates scheduled;
- Submit drafts by the due date;
- Submit final copy of assignments on the due date;
- Reference all work appropriately;
- Seek help/clarification from your teacher early;
- Apply for extensions well in advance.

## ASSIGNMENT SUBMISSION

Assignments must be submitted by the designated due date and time. The assessment task sheet will detail this. Assessment due dates and times are final. Late submission will not be accepted, even for technical difficulties. Students should prepare to submit at least 15 minutes prior to the due time in order to resolve any technical issues.

## ABSENCE ON THE DRAFT DUE DATE

- Ring the absentee hotline on 3489 4890 to report absence;
- Submit draft via Teams or email draft to the teacher by the due date and time.

## WHAT HAPPENS IF I DO NOT SUBMIT MY DRAFT ON THE DUE DATE?

### YEARS 11-12

- A *'Failure to submit draft'* letter/email will be sent home;
- Failure to submit draft recorded;
- You will have until 9.00am the following morning to submit your draft;
- Drafts submitted after 9.00am will receive verbal feedback only.

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### YEARS 7-10

- A *'Failure to submit draft'* letter/email will be sent home;
- Failure to submit draft recorded;
- You will have until 9.00am the following morning to submit your draft;
- Student issued post school consequence for draft non-submission.

### WHAT HAPPENS IF I DO NOT SUBMIT FINAL BY DUE DATE?

- Teacher will mark your draft;
- Years 11 and 12: If no draft, NR result recorded. This will impact on the student's result for the unit as course requirements are not met;
- *'Failure to submit assessment'* letter mailed home;
- Name entered on database;
- Curriculum Middle Leaders will follow up with students.

### ORAL AND MULTIMODAL 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 will reflect the script submitted on the due date.

### WHAT HAPPENS IF I AM ABSENT ON THE DAY ASSESSMENT IS DUE?

- Student to submit via Teams/email to teacher by the appointed due date/time;
- If not possible, student/parents must complete *'Application for Extension on Assignments/Exams'* form with medical certificate or parent declaration. Note – Years 11 & 12 must use the QCAA medical report template;
- If reason not illness – Years 7-10: Student to see Curriculum Middle Leader upon return to school with full or partial assignment. Years 11-12: Student to contact Curriculum Middle Leader and Assistant Principal Curriculum on or before the due date. You will need to outline the reason for non-submission (misadventure) and request an extension to the deadline. This will be subject to College approval, depending on the reason given.
- If procedures above not followed, teacher will mark draft;
- *'Failure to submit assessment'* letter home and name recorded on database. Years 11 & 12: Parent to make contact with Assistant Principal Curriculum 7-12 or Curriculum Middle Leader on the due date to discuss a possible AARA/extension.

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## WHAT ARE VALID REASONS FOR EXTENSIONS?

- Student illness;
- Significant family reasons – at the College’s discretion;
- Representation at high level sports on day of exam;
- Long term illness/explained absence apply to exemptions only.

## WHAT EVIDENCE DO I NEED TO SUPPORT MY REQUEST FOR EXTENSION?

Extensions are to be processed before the due date where possible. An extension must be approved by the College. If an extension is not granted, the student must meet the set deadline. Failure to submit will be addressed as above.

- Medical certificate, QCAA medial report or parent declaration;
- School Counsellor, Middle Leaders or Assistant Principal support letter;
- Evidence from coach and sporting competition confirmation.

## AN EXTENSION WILL BE REFUSED FOR THE FOLLOWING REASONS:

- Technical difficulties with a computer or printer – handwritten versions will be accepted by teachers;
- Computer failure – students should submit prior to the set time so as to address any technical difficulties;
- Absences due to family holidays.

Extension means that you need some extra time to complete the task or need to sit exam on an alternative day.

## WHY DO I HAVE TO REQUEST AN EXEMPTION OR CHANGE TO MY TEST DATE?

An extension or change to exam date may give a student an unfair advantage over other students. It is important that a clear policy is prescribed so that fairness and equity is preserved. In many cases, an alternative assessment item must be prepared.

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## HOW TO REQUEST AN EXTENSION OR EXEMPTION

- Fill out 'Application for Extension on Assignments/Exams' form from the office. Fill in all details;
- Attach documents to provide evidence;
- Give to your Curriculum Leader;
- Submit the application to your Curriculum Leader well in advance of the due date (the earlier the better!).

## EXPECTATIONS REGARDING OWNERSHIP

- Students will be warned and taught about plagiarism;
- Students need to know how to take notes, summarize, synthesise and reference their sources;
- Assignments will be submitted via the College's authentication software (Turn It In).

## PLAGIARISM – WHAT IS IT?

- Copying or changing someone else's work from books, internet, other students and submitting it as your work;
- Inaccurate referencing may suggest plagiarism.

## WHAT HAPPENS IF YOU PLAGIARISE?

If there is evidence that your work has been substantially copied from another author without referencing:

- Teacher will talk with student about possible causes;
- Refer to the Curriculum Middle Leader who will meet with student;
- Curriculum Middle Leader will inform parents and a record will be made on the 'academic integrity database';
- Interview with parents, student, Curriculum Middle Leader and Assistant Principal will be conducted if this is ongoing;
- Only work that is yours will be marked;
- If no evidence of your work, no result is possible.

## BIBLIOGRAPHY OR REFERENCE LIST

- All assignments must have a bibliography or reference list.

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## ESSENTIALS FOR SUCCESS

- Save assessment responses to the Cloud/Portal;
- Use USB/External Hard Drive to ensure work is backed up.