

## Junior Secondary Assessment Policy

This policy defines the responsibilities and principles for managing the submission, late submission, non-submission and Special Provision of assessment for Junior Secondary.

**Lockyer District High School (LDHS) strives to enable and support students to complete and submit any response to an assessment instrument on or before the due date in order to allow students to meet their course requirements and obtain a judgement based on their best efforts.**

Students in Queensland benefit from a formal program of standards-based assessment. The major purposes of an assessment program are to improve teaching, help students achieve the highest standards they can within their own capabilities, and provide meaningful reports to parents/carers on students' achievements.

Assessment is the purposeful and systematic collection of information about students' achievements. All Queensland students deserve to benefit from high-quality assessment programs.

The purposes of assessment are to:

- promote, assist and improve learning
- inform programs of teaching and learning
- provide information for those people — students, parents, teachers — who need to know about the progress and achievements of individual students to help them achieve to the best of their abilities

### Submission of assessment

This relates to students submitting assessment. Submissions of assessment **are generally to be made in person on or before the due date**. Assessment is submitted in a number of ways:

- through completion of the assessment by the student on the due date (e.g. exams, performance etc.)
- handing in the assessment in person to the relevant teacher or the office before or on the due date by 3:30pm

if a student is absent on the due date submissions may be made by:

- handing in the assessment directly to the relevant teacher or the office through a delegate before or on the due date by 3:30pm
- emailing the assessment by 3:30pm on or before the due date to the school [assessment@lockdistshs.eq.edu.au](mailto:assessment@lockdistshs.eq.edu.au), marked to the attention of the relevant teacher
- faxing the assessment by 3:30pm on or before the due date to the school marked attention of the teacher (07 5466 2300), marked to the attention of the relevant teacher.

### Submission of draft responses

Drafts are to be submitted as outlined in the requirements for the assessment item / task sheet. Draft responses may be used as evidence if a final copy has not been submitted before or on the due date and an extension has not been approved. Draft responses are an important part of the assessment process.

### Extension

An extension to complete assessment **must be sought on or before the due date**. An extension is applied for through the relevant teacher, Head of Department, Guidance Officer, Deputy Principal or Principal using an 'Application for Extension' form.

An extension may be granted in cases where efforts will not allow submitting work on or before the due date this may include certified illness, extenuating family circumstances such as bereavement or representative duties in cultural, academic or sporting pursuits.

## **Non-submission of assessment**

This relates to the non-submission of student assessment. A achievement standard can only be awarded where is evidence. In cases of non-submission of student responses, an 'E' standard cannot be awarded where there is no evidence for it. In cases where students do not submit assessment, judgments are made using evidence available on or before the due date. Judgments of student achievement are made by matching a body of evidence provided by students' assessment instruments to the standards descriptors outlined in the relevant syllabus.

## **Making Judgements and awarding 'N' Results**

Judgments of student achievement are made by matching a body of evidence provided by students' assessment to the standards in the relevant syllabus. In cases where students do not submit assessment by the due date, judgments will be made using evidence available on or before the due date. This evidence may include:

- Draft, submitted on or before the due date
- Evidence of student class work towards the assessment instrument
- Annotated teacher observations and notes

In the case of no evidence being present on or before the due date on which an accurate, evidence-based judgement can be made, a student may be awarded a 'N' result, or 'Not Rated'. This only occurs in exceptional circumstances and is decided upon in consultation with the relevant curriculum Head of Department and/or the relevant Deputy Principal who will issue a 'Not Rated Letter' (yet to be drafted)

## **Special Provision**

Special provision means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school will consider what adjustments to assessment conditions are reasonable in the circumstances.

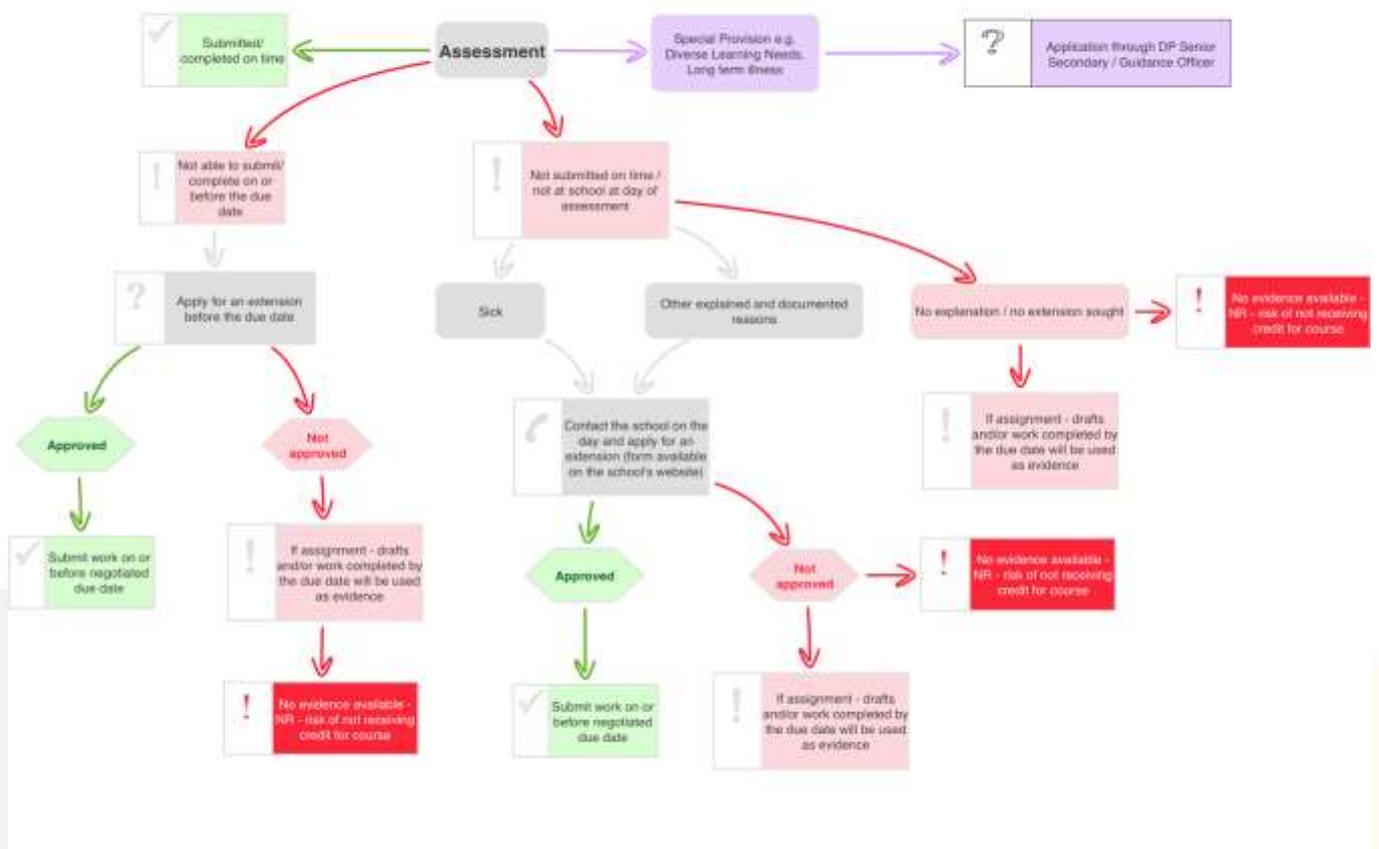
Special Provisions are identified through Individual Curriculum Plans or may be applied for through the Principal, Deputy Principal or Guidance Officer using the "Application for Special Provision" form.

## **Plagiarism**

All completed assessment must be the student's own work. Any dishonest practice including cheating, unauthorised copying or plagiarism will be referred directly to the relevant curriculum Head of Department. The Head of Department will use QCAA policy on *Strategies for authenticating student work or learning and assessment* to grade the task.

The Head of Department will discuss this issue with the student/s involved, teacher/s and parents. Students found to be plagiarising any assessment will have "their" component of the assessment (if any) assessed against the criteria and a grade recorded. If insufficient evidence can be gathered that is authenticated as the students own work then the student would receive a No Result (NR) for that task and a letter sent home.

## Assessment Flowchart



## References

- P-12 curriculum, assessment and reporting framework - <http://education.qld.gov.au/curriculum/framework/p-12/docs/p-12-policy.pdf> , 2014 DETE
- Policy statement: Assessment - <http://education.qld.gov.au/curriculum/framework/p-12/docs/policy-assessment.pdf> , DETE
- P-12 assessment policy - [http://www.qcaa.qld.edu.au/downloads/approach/qcaa\\_assessment\\_policy.pdf](http://www.qcaa.qld.edu.au/downloads/approach/qcaa_assessment_policy.pdf) , 2014 QCAA
- Strategies for authenticating student work for learning and assessment - [http://www.qcaa.qld.edu.au/downloads/senior/snr\\_tla\\_strat\\_auth\\_stud\\_work.docx](http://www.qcaa.qld.edu.au/downloads/senior/snr_tla_strat_auth_stud_work.docx) , July 2014 QCAA