

Senior Secondary Assessment Policy

This policy defines the responsibilities and principles for managing the submission, late submission, non-submission and Special Provision for Senior Secondary student responses to assessment instruments.

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
- provide information for the issuing of certificates of achievement

Submission of student responses to an assessment instrument

This relates to students submitting a response to an assessment instrument. Submissions of responses to assessment instruments **are generally to be made in person on or before the due date**. Responses to assessment instruments are submitted in a number of ways:

- through completion of the assessment instrument by the student on the due date (e.g. exams, performance etc.)
- handing in the response to assessment instruments 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 response to assessment instruments directly to the relevant teacher or the office through a delegate before or on the due date by 3:30pm
- emailing the response to an assessment instrument by 3:30pm on or before the due date to the school assessment@lockdistshs.eq.edu.au, marked to the attention of the relevant teacher
- faxing the response to an assessment instrument 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 a response to an assessment instrument **must be sought on or before the due date**. An extension is applied for through the relevant Head of Department, Guidance Officer, Deputy Principal or Principal using an 'Application for Extension' form accompanied by relevant proof in support of the application (in case of illness a doctor certificate is required, in cases of other extenuating circumstances satisfactory proof needs to be supplied).

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.

Late submission of student responses to an assessment instrument

This relates to students not submitting a response to an assessment instrument by the due date. Judgments of student achievement are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with criteria outlined in the relevant syllabus. A **late submission is accepted only in the case where an extension has been granted prior to or on the due date** by the school (see extensions). In cases where students do not submit a response to an assessment instrument by the due date, judgments are made using evidence available on or before the due date.

Non-submission of an assessment instrument

This relates to the non-submission of student responses to an assessment instrument. A standard can only be awarded where evidence has been demonstrated against the exit criteria. 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 a response to an assessment instrument, 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' responses to 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' responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus. In cases where students do not submit a response to an assessment instrument 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'.

If insufficient evidence exists across a Semester, in accordance with Syllabus requirements, then the awarding of a 'N' result for that Semester will mean that the Semester of work will not count towards Queensland Certificate of Education (QCE) qualification and could mean that the student becomes QCE ineligible.

Sufficiency of coverage / completion

Under the Queensland Curriculum & Assessment Authority (QCAA) policy regarding 'Sufficiency of coverage and adequacy of assessment', Principals have the discretionary power to determine the number of semesters of credit to be reported for a student's course of study. Students may not be awarded a result or semester units if there is insufficient coverage or inadequate assessment. Depending on Syllabus requirements, however, it may be possible for students to be awarded a semester of credit if – across their folio of assessment – they can demonstrate sufficiency of coverage of the exit criteria outlined in the relevant Syllabus.

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.

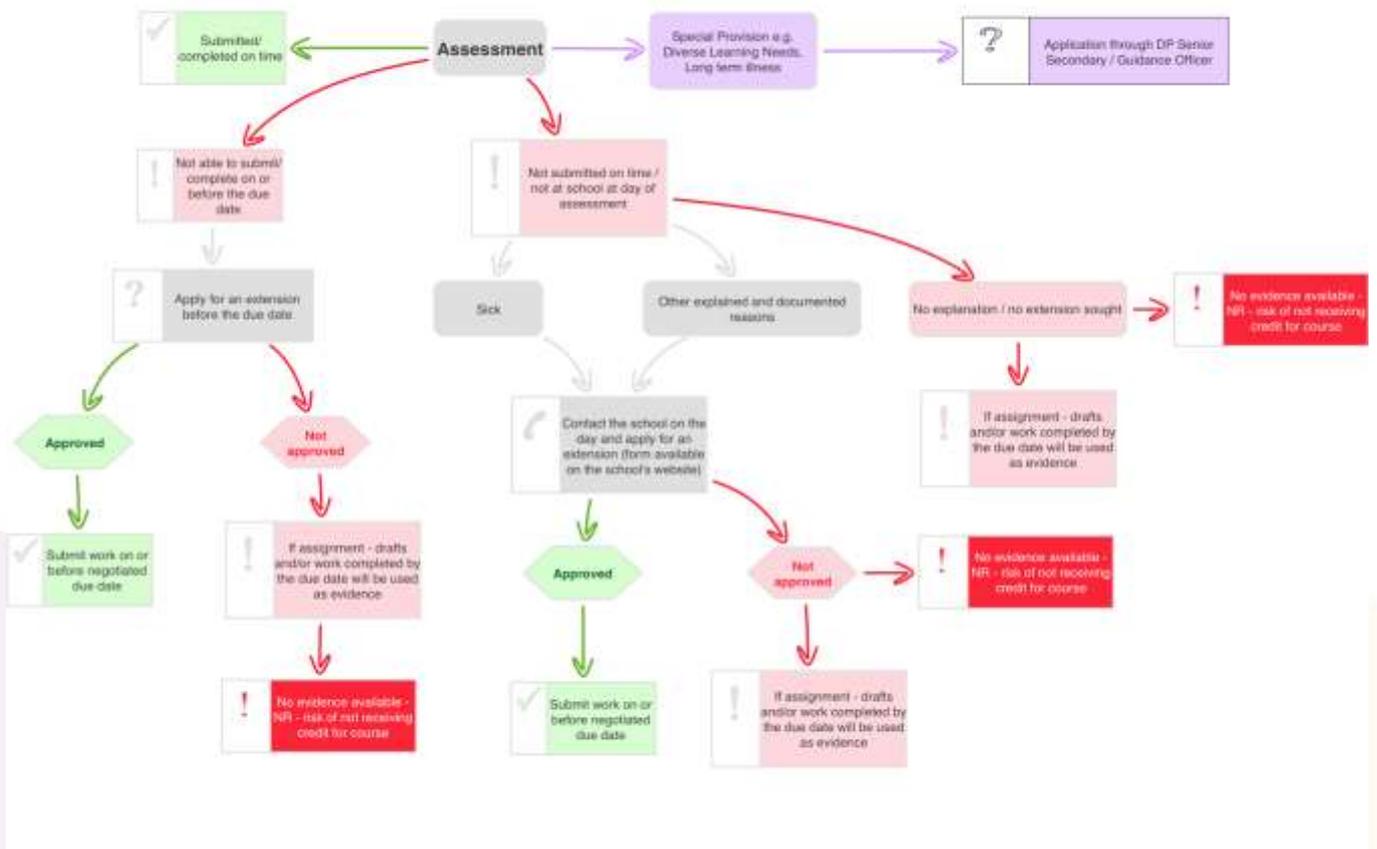
Special Provisions are identified through Individual Curriculum Plans or may be applied for through the Principal, Deputy Principal or Guidance Officer using the "Application for Special Provision" form.

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 , 2014 QCAA
- Late submission and non-submission of student responses to assessment instruments in Authority and Authority-registered subjects - http://www.qcaa.qld.edu.au/downloads/senior/assess_snr_late_non_submission.pdf ,2014 QCAA
- Revised policies on special provisions and late and non-submission of student responses in senior secondary subjects - <http://www.qcaa.qld.edu.au/memos/09/010-09.pdf> , 2009 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 , July 2014 QCAA
- A-Z of Senior Moderation - http://www.qsa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf , July 2014 QCAA