

Assessment Policy

(includes Late Submission and Non-Submission)

This policy applies to Year 11 and 12 students. Students in Years 8 – 10 will have a modified version of this policy.

Introduction

Assignments form an important part of a balanced Assessment program and are useful in determining how well a student is achieving the learning objectives (in content, skills and processes) of a course of study. A student's work on assignments also assists in the development of research, analytical, literary, speaking, general presentation, independent learning, organisational, communication and other skills. Students can expect to learn and develop these skills in class, while working towards assignment completion.

All subject areas will have interim staged tasks for significant assignments.

Please note:

- Situations which legitimately require consideration for extension are already covered by long-standing authority and school policy (HOD has authority to grant extension (or make other appropriate decision) in consultation with teacher of student). It is expected that the granting of extensions will occur infrequently. (Assignments granted extension by HOD are not deemed to be late).
- *late assignments – when submitted will be marked, but will not contribute to exit unless written documentation is made to the HOD. The written submission will be evaluated in conjunction with the school administration.*

In the Event of Non-Submission

Possible strategies for dealing with non-submission will be considered by the teacher, in consultation with the HOD on the basis of what is appropriate for the situation (the nature of the task, timing, student attitude, student circumstances). Each case will be considered separately.

Possibilities will include:

- *further negotiation and extension of time to ultimately produce a submission (this may include teacher support)*
- *the student is directed to submit a response to the task (example: directed to provide a response (written, oral or whatever is appropriate to the task) at a nominated place and time). (The response must be sufficient to be able to be judged against the criteria and standards, otherwise it would still be deemed a non-submission).*
- *a judgement of achievement (a results) is made on the basis of teacher anecdotes / observation / monitoring of student participation and / or student work.*
- *a judgement is made on the evidence from student drafts (or notes). (In this situation, it would be advantageous for the teacher to possess these (or copies), but as a minimum requirement, drafts (or notes) would need to have been sighted and examined).*
- *If no evidence is produced by the student or is available to the teacher and there is no process which can conceivably produce a legitimate judgement of achievement for the task, it is deemed to be a “non-submission”.*

Please Note:

- *Involvement of HOD's in the process will assist in ensuring that policies are applied as consistently as possible.*
- *All possible strategies to avoid the "non-submission" decision should be actively pursued. QSA policy explicitly states that judgements about the quality of student work must be made with reference to the criteria and standards, and must be based on evidence. An "E" result cannot be awarded for non-submission. Recording of non-submission on a student's profile has consequences for determining a final result.*
- *The above point is particularly important where the student has submitted all other items in the assessment program. Where the extent of non-submission is considerable, making a decision about student results is relatively straightforward (outlined below). "Factoring in" limited non-submission in determining a final result is more difficult (as judgements must be made with respect to criteria and standards etc).*
- *QSA policy states that where a student has not been adequately assessed (i.e. a history of non-submission exists) then the student and the QSA must be notified that no result will appear on the Senior Statement for that subject. Such a situation is quite "clear cut". Also, the policy states that there is provision for awarding credit for a reduced number of semesters where frequent non-submission occurs. This can be applied appropriately if necessary. For example, if a student has submitted half of the assessment, they could receive credit for two semesters study instead of four.*
- *Decisions involving "no result" or credit for a reduced number of semesters will be made in consultation with the principal.*

Failure to submit will ultimately result in the following consequences:

- *detention – after school detention - behaviour level*

How is an Extension Granted?

The only persons who may grant an extension are HODs or in limited circumstances Deputy Principal or Principal. The HOD may grant an extension requested (by the student, or on the student's behalf by parent via personal contact with the HOD by phone or letter) **on the morning of or before the due date**, taking into account all the relevant factors, such as prolonged illness/absence (which will require parental/teacher documentation, and in some instances, doctor's or other medical certification), inability to access appropriate resources (also requiring teacher/parent information), specific social justice/equity/learning disability circumstances, or other reasonable, documented circumstances.

Please note that extensions requested after the due date are very rarely granted. Ignorance of assignment policy on late submission/extensions is not considered a reasonable circumstance.

In all cases, on time or late, Assessments **must** be submitted to satisfy school and Queensland Studies Authority requirements. Students may not choose to "opt out" of completing Assessments (or prior negotiated alternatives).

If a student has not completed course assessment requirements, he/she cannot expect to be awarded a level of achievement for that subject.

Assessment Schedules

Each student will receive, early in each semester, a schedule of all Assessments set for that semester. Information included in the schedule includes:

Subject	Form/Description	Value/weighting (if applicable)	Approximate Dates
---------	------------------	------------------------------------	-------------------

Students are encouraged to place this schedule in a prominent place at home (beside the study desk, on the fridge door) as a continuing reminder of forthcoming commitments.

Revisiting and Resubmission/Additional Assessment

The policy below is draft and subject to change at the Principal's discretion pending further policy development and direction from Queensland Studies Authority.

In certain subjects, students may be given the opportunity to selectively update assessment items. However the issues of revisiting and resubmission need to be kept in context and students who are allowed to resubmit will be in special circumstances. As a result such a policy will be implemented in situations / circumstances that are the exception rather than the rule. It is anticipated that this will affect only a small number of students. The process is to be negotiated between the school and the student, not demanded by the students. The decision to permit additional assessment will take into account a student's current work, assessment history and attitude. Time and resources must be available.

It should be noted that selective updating does not necessarily involve undertaking additional assessment – consider fullest and latest. Each subject has its own specific requirements. The principal has the final say on this matter.