



Assessment Policy

Rationale

The policy applies to all students and staff at Flagstone State Community College and is intended to provide clear and consistent guidelines about assessment. It aims to ensure the application of policies and procedures that are fair and equitable to all students from Years 7 to 12.

The policy has been developed and aligns with the principles of the Queensland Curriculum and Assessment Authority and Department of Education Guidelines.

Purpose

Assessment is an ongoing process of gathering, analysing and reflecting on evidence to make informed judgements about the achievement or capabilities of individuals or cohorts. Assessment plays an integral role in improving learning and informing teaching. Its fundamental purpose is to establish where learners are in an aspect of their learning at the time of assessment, through a specific mode of assessment design.

Relevance to Related Legislation and DoE Policy

LEGISLATION

- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Education (Queensland Curriculum and Assessment Authority) Act 2014
- Education (Queensland Curriculum and Assessment Authority) Regulation 2014
- Disability Discrimination Act 1992
- Anti-Discrimination Act 1991
- Disability Standards for Education 2005

RELEVANT POLICY

- QCAA 2019 – QCE & QCIA Policy and Procedures Handbook 2019 v1.1

Expectations

School	Student	Parent / Caregiver
<ul style="list-style-type: none"> • Issue an Assessment Planner (via OneSchool) to students outlining assessment details for each subject studied (Teacher & Admin). • Provide task sheets, explicit instruction and scaffolding to enable students to complete tasks to the best of their ability (Teacher). • Provide meaningful feedback to students on draft assessment in a timely manner (Teacher). • Provide meaningful feedback to students on completed 	<ul style="list-style-type: none"> • Use their Assessment Planner to plan their time in order to complete all assessment items to the best of their ability. • Submit drafts on time via school procedures for submission of drafts. • Use the drafting and/or feedback process to ensure the best possible result in all assessment. • Ensure they have referenced their work according to subject guidelines. • Display ethical behaviour* • Consult with their teacher (prior to due date) if they are 	<ul style="list-style-type: none"> • Encourage students to manage their workload and meet deadlines for draft and final assessment. • Inform the school of any difficulties relating to the completion of assessment items immediately and provide documentary evidence when necessary, and as per the requirements of the school and QCAA. • Contact the school if their student is absent on the assessment due date.

<p>assessment in a timely manner (Teacher).</p> <ul style="list-style-type: none"> • Ensure equitable conditions for all students (Teacher & HOD). • Enact procedures that ensure consistent standards are applied in marking student assessment (Teacher & HOD). • Email parents when students do not meet draft and final assessment dates (Teacher). • Send generic email to parents regarding assessment dates (Teacher). • Implement behaviour management processes for students who do not adhere to the Assessment Policy (Teacher & HOD). 	<p>experiencing issues with the assessment.</p> <ul style="list-style-type: none"> • Follow school procedures for the submission of assessment. • Submit assessment on time and to the best of their ability. • Apply for an Assessment Extension 48 hours prior to the due date and submit to the Head of Department for approval (see attachment). • Complete any missed examinations or assessment as per procedures outlined in this policy. 	<ul style="list-style-type: none"> • Provide documentary evidence for the absence as outlined in this policy. • Be respectful and supportive of the school learning environment and School Assessment Policy
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* **Unethical behaviour** will not be tolerated. Unethical behaviours include:

- Cheating – any behaviour that a student employs to gain an advantage unfairly in assessment tasks.
- Plagiarism – students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. This may include copying the whole or part of another's work or paraphrasing another's work or making only minor changes.
- Other – this may include collusion between students such as allowing another student to copy your work or sharing information about exam questions with other students (including photographic material); fabricating or falsifying data to support assessment.
- For a full range of academic misconduct please refer to: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019/7-academic-integrity/7.1-understanding>
- For more information regarding academic integrity please refer to the QCCA academic integrity course: <https://myqce.qcaa.qld.edu.au/academic-integrity-for-students.html>

Failure to Comply – Senior

To ensure the integrity of the levels of achievement reported in senior certification, students must meet the mandatory requirements stated in the syllabus.

Students failing to meet the mandatory requirements of a syllabus:

- a) Cannot be rated for the semester / unit
- b) May have the semester / unit removed from their senior statement

If a student repeatedly does not meet mandatory requirements –

- They will not have met the substantial requirements of the course as per the **Education (General Provisions) Act 2006**, and as a result, could be removed from the subject. This subject would then not appear on the student's senior statement or contribute to the QCE.
- This may become grounds for cancelling the student's enrolment as per the **Education (General Provisions) Act 2006**.

Examinations

1. ABSENCE FROM EXAMS (Internal)

1.1 Advance notice of an absence for an examination

Procedure

Students who are unable to attend an examination due to an unavoidable upcoming absence must:

- a) Advise the classroom teacher as soon as possible, prior to the exam date.
- b) Complete and submit an application for Access Arrangements and Reasonable Adjustments (AARA) to Education Services.
- c) Provide documentary evidence as set by school and QCAA.
- d) Upon return to school, students must:
 - a. Be prepared to sit their examination at the earliest convenience of the school, which may be the day of the student's return.

Unavoidable absences may include:

- Medical procedures – see below
- Selection in a representative team
- Family circumstances

1.2 Absence due to medical reasons

If a medical reason prevents attendance at school and consequently the completion of an examination, the following procedure must be followed:

Procedure

- a) The parent/caregiver will phone Educational Services on (07) 5547 9317 before **8.45am** on the examination date to advise Education Services of assessment due and teacher of subject. This information will then be communicated to the relevant staff.
- b) The student must provide suitable documentation to explain the period of absence:
 - i. Medical certificate – **senior** students only
 - ii. Note from parent/guardian - **junior** students only.
- c) Upon return to school, students must:
 - a. Submit an application for Access Arrangements and Reasonable Adjustments (AARA) to Education Services with supporting documentation prior to **9:00am**.
 - b. Inform Education Services that they were absent for an examination and the name of their teacher so a copy of the medical certificate / note can be distributed to the relevant HOD.
 - c. Be prepared to sit their examination at the earliest convenience of the school, which may be the day of the student's return.

1.3 Absence due to unforeseen circumstances

Should an unforeseen circumstance (e.g. family tragedy) arise causing a student to be absent or late on the day of an examination, the following procedure must be followed:

Procedure

- a) The parent/caregiver must contact Education Services (by phone or in person) as soon as possible and alternative times will be arranged via appropriate staff to complete the missed exam.
- b) Upon return to school, students must:
 - a. Submit an application for Access Arrangements and Reasonable Adjustments (AARA) to Education Services with supporting documentation prior to **9:00am**.
 - b. Inform Education Services that they were absent for an examination and the name of their teacher so a copy of the medical certificate / note can be distributed to the relevant HOD.
 - c. Be prepared to sit their examination at the earliest convenience of the school, which may be the day of the student's return.

NOTE: Students failing to produce the appropriate documentation (see above) will be awarded an 'N' result, which means the assessment item will not be included in their Semester / Unit results. This may impact upon the student receiving credit for the semester of study. **For students in the Senior School, this is in accordance with the QCAA policy and may impact on their QCE eligibility.**

Assignments, Projects, Presentations and Practical Tasks

2. SUBMISSION OF ASSIGNMENTS

2.1 Monitoring

Procedure

- Documentation is provided to the teacher on the monitoring date and may consist of notes, research, planning or an outline of their assessment.
- No online submission required.

2.2 Draft

Procedure

- A draft must be submitted online via eLearn by **7.00pm** on the due date. This should consist of the student response to assessment requirements, as outlined by their teacher, completed to best of their ability.
- Any hand written pieces of work must be scanned and submitted via eLearn. The library and ST13 photocopiers are available to do this.
- For practical assessments, “in-class attendance” on the draft date is mandatory.

2.3 Final Submission

Procedure

- The final submission piece (assignments or presentations) must be **submitted digitally online via eLearn by 7.00pm on the due date**. This should consist of all elements related to the assessment task (e.g. drafts, research notes, evidence), as outlined by their teacher. The final submission piece must take into consideration feedback provided by the teacher at Draft stage.
- Any hand written pieces of work must be scanned and submitted online via eLearn. The library and ST13 photocopiers are available to do this.
- For practical assessment, “in-class attendance” is mandatory, as required for the completion of the task. If students are absent, the same procedures apply as per exams (see Section 1 above).

3. ABSENCE FROM SCHOOL ON THE DUE DATE OF ASSIGNMENT

If a student is absent on the due date, the following procedure **must** be followed:

Procedure

- a) If students have access to Internet – submit online by **7.00pm** on the due date (as outlined in 2.3 above).
- b) If students have no access to Internet:
 - o The parent/caregiver **must** phone Education Services on (07) 5547 9317 to **advise of the student absence before 8.45am** on the assessment due date. They should also notify Education Services of assessment due and teacher of subject. This information will then be communicated to the relevant HOD(s).
 - o Upon their return to school:
 - Submit an application for Access Arrangements and Reasonable Adjustments (AARA) to Education Services with **supporting documentation prior to 9:00am** to explain the period of absence:
 - i. Medical certificate – **senior** students only
 - ii. Note from parent/guardian - **junior** students only
 - Inform Education Services that they were absent for an assignment and the name of their teacher so a copy of the medical certificate / note can be distributed to the relevant teacher / HOD.
 - **Submit the assessment online** (as outlined in 2.3 above) **by 7:00pm**.
 - NOTE: If there is a repeated pattern of absences during assessment, a conversation between parent and HOD/DP will be required.

NOTE: Students failing to produce the appropriate documentation will have their draft work marked and if no draft is submitted they will be awarded an ‘N’ result, which means the assessment item will not be included in their Semester / Unit results. This may impact upon the student receiving credit for the semester of study. **For students in the Senior School, this is in accordance with the QCAA policy and may impact on their QCE eligibility.**

4. FAILURE TO SUBMIT ASSESSMENT

4.1 Monitoring

- Parents will be contacted via email to inform them of a 'stage one draft' non-submission and will be reminded of due dates.
- Student will receive a lunchtime detention with their teacher as a consequence and HOD will be notified.

4.2 Draft

- Parents will be contacted via email to inform them of:
 - A draft non-submission and a reminder of due dates.
 - That their son/daughter will receive a consequence of a teacher lunchtime detention, the draft will be submitted at the end of this detention.
 - Further consequence will be applied if the draft is still not submitted and/or if detentions are not attended.

4.3 Final submission

- The student's draft will be marked as the final piece. The work submitted by the due date needs to meet the minimum standard as set out in the criteria sheet. Where the work does not meet a minimum E standard, it will be awarded an 'N' and may not be credited for course completion.
- If a student has not supplied a draft then an 'N' rating will be awarded, which means the assessment item will not be included in their Semester results. This may impact upon the student receiving credit for the semester of study.
- Parents will be contacted via email to inform them of:
 - The non-submission and the marking of the draft or the 'N' result.
 - Senior students – an interview with HOD Senior School or DP regarding meeting course requirements is required.
 - Consequence of an afterschool detention.
 - Further consequences will be applied as per our Responsible Behaviour Plan.

5.0 SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

Students involved in a School-Based Traineeship/Apprenticeship or TAFE must be proactive in meeting their assessment obligations. It is the responsibility of the student to:

- Complete all assessment requirements and must submit their assessment via eLearn by **7:00pm** on the due date.
- Negotiate a change of days with their employer if exams and assessment sessions requiring compulsory attendance are timetabled on a workplace day.

6.0 SPECIAL CONSIDERATION – ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS

'Special provisions' means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Access Arrangements and Reasonable Adjustments (AARA) may apply to any student, depending on the circumstances. In making a decision about AARA, the school considers what adjustments to assessment conditions are reasonable in the circumstances. Each case will be considered on an individual basis and decisions reached through consultation.

Reasonable educational adjustments involve varying the conditions under which assessment occurs in order to enable students to have opportunities to demonstrate their knowledge and skills in a course of study. Reasonable adjustments such as an extension of time, modified task or other appropriate means of assistance may apply for Access Arrangements & Reasonable Adjustments (AARA) through Education Services at least 3 days in advance of due date.

Students affected by a significant and unforeseen event (e.g. illness, family tragedy) may apply for Access Arrangements & Reasonable Adjustments (AARA) through Education Services. Reasonable adjustments such as an extension of time, modified task or other appropriate means of assistance may be negotiated on request to the Principal or Guidance Officer at least 3 days in advance of the due date.

7.0 REQUEST FOR EXTENSION

Requests for extension must be made at least 2 school days before the set due date. After this date, extensions will not be granted. AARA application forms can be found on the student drive or can be collected from Education Services. An extension may be granted by the HOD/Principal under the following circumstances:

Special Circumstance	Documentation
Extended Illness	Medical Certificate
Illness on the due date	Medical Certificate
Bereavement	Parental Communication
Representation in a regional or state competition (extended)	Parental Communication
Advice from Guidance Officer on other circumstances	Parental Communication

Procedure

- Complete an *AARA Application Form* detailing your reasons for requesting an extension.
- Attach any documents (e.g. medical certificates or letters) that you may have to support your request.
- Your parent/guardian must sign the form.
- Ask your class teacher for the subject for which you are requesting the extension to complete *Section 2*.
- Hand the AARA Application Form to the HOD responsible for the particular subject and make a time to discuss the application. Submit the completed AARA Application Form to Education services.

8.0 TECHNICAL ISSUES ENCOUNTERED ON DUE DATE AND ASSIGNMENT NOT SUBMITTED

Technical issues and computer/internet/printer problems will not be accepted as a reason for failing to submit an assessment item on the due date. Students are expected to implement back-up procedures in order to avoid a loss of work (e.g. emailing assessment to and from school using their school email account, storing a copy of the item on school network, USB or OneDrive).

If technical issues are encountered, students must submit what they have available on the due date (e.g. last copy saved, hand written versions, drafts). The library is open for students before school and during break times for students to access computers, scan and print work.