



# Student guide to assessment

## Due dates

Every assessment piece has a due date that tells you exactly when you must submit your finished product, whether it is a written piece, presentation or project. The school will help you to know when your due dates are by:

- publishing an assessment calendar on OneSchool and emailing you a copy
- putting the due date on every task sheet
- having drafting checkpoints in the lead up

It is your responsibility to:

- access due dates via the OneSchool assessment schedule that it is emailed to you
- make note of the draft and due dates in your diary
- plan and manage your time to meet due dates
- follow school processes to apply for extensions

## Submitting

You can submit (hand in) your assessment the way specified by the task type. This may include:

- physical product directly to the teacher
- electronically via eLearn by 7pm on the due date

Different subjects might have different requirements, which will be on the task sheet and explained to you by your teacher.

It is your responsibility to:

- submit assessment on or before the due date
- submit assessment in the correct format for the specified task type

## Drafting

Your assessment task sheet will have one drafting date on it. This date tells you when your teacher will check your progress, to make sure you are on track to submit your best work by the due date. Your teacher might also use this as an opportunity to give your parent/s or caregiver/s an update on your progress.

Preparing a draft (or similar if it is a performance or project) is a very important part of doing assessment, and most assessment tasks will require you to do some sort of draft, unless it is an unseen exam.

It is your responsibility to:

- submit a draft (or whatever your teacher has asked for) by the drafting due date

## Feedback

The draft is where your teacher will give you feedback and guidance on your assessment.

Feedback on drafts may be:

- written
- verbal
- provided through questioning
- a summary of feedback and advice to the whole class

It is your responsibility to:

- submit a draft on or before the drafting due date for feedback
- make use of the feedback your teacher gives

## Response length

Every assessment task will have a word length or time limit for you to follow. This tells you how long your response should be. You should try to write or present so that you are close to, but not over or under the limit.

It is your responsibility to:

- stay below the maximum word/time length
- stay above the minimum word/time length
- use your teacher's feedback about word length

## Authentication

To make sure we have an accurate picture of your skills and knowledge, it is important that we know the work you submit is your own. You might be asked to:

- sign your work
- hand in drafts and planning
- hand in notes and lists of sources
- use the school referencing system
- submit the assignment through Safe Assign on eLearn which will provide you with an originality report

If it appears that some of the work you submit is not your own:

- your result will be based on parts of your submission that can be identified as your work
- you may receive a consequence under the school behaviour management policy

## Extensions and adjustments to assessment

There are sometimes reasons why students need to complete assessment in different ways, for example; over a longer period of time, using different technology, or working in a different environment.

Some of the reasons you might need an extension or adjustment are:

- you have a disability or impairment that is a barrier to you completing the assessment
- you have recently suffered an illness or injury that is a barrier to you completing the assessment, and you have some evidence like a medical certificate

The following circumstances are **not** valid reasons to have your assessment adjusted:

- teacher absence or other teacher-related difficulties
- matters that you could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- matters of you or your parent's/carer's own choosing (e.g. family holidays, work placements)
- school excursions or events
- TAFE or School-based traineeship or apprenticeship (leading up to and on the due date)

Some of the possible adjustments that might be made to your assessment are:

- large print papers or different coloured paper
- technology like magnification text-to-speech software
- rest breaks
- a different exam room
- an alternative assessment
- an extension of the due date
- extra time in an exam
- scribe
- modification of physical performance

You apply for an extension or adjustment differently, depending on whether you are a junior or senior student.

Junior students (7-10): apply to the curriculum HOD of your subject by submitting an Access Arrangements and Reasonable Adjustments form (AARA).

Senior students (11-12): apply to the Senior School HOD (11) or Principal (12) by submitting an Access Arrangements and Reasonable Adjustments form (AARA).

## Non-submission

If you think you are eligible for an extension or adjustment, see above. Otherwise, your teacher will give you a result based on what they have seen before the due date, usually at drafting. If your teacher has not seen any of your progress, you will receive a 'Not Rated' result.

If you are a senior student (11-12) this can affect your QCE points and/or ATAR eligibility, you should make an appointment with the Guidance Officer or HOD Senior Schooling.

## Completion of course requirements

You are expected to complete every piece of assessment to get a subject result. It is important that your teacher has a well-rounded picture of your abilities, in order to put an accurate grade on your report card.

VERY IMPORTANT: for senior students studying units 3 and 4, you must submit a response for every assessment piece on or before the due date. If you do not, you will not receive a result for the subject.

## Academic misconduct

Your school and your teachers will help you to understand the rules about assessment, and how to do the right thing, by:

- teaching you about research, referencing, note-taking and summarising
- helping you learn about academic misconduct and how to avoid it

Academic misconduct is:

### **Cheating while under supervised conditions**

A student:

- begins to write during perusal time or continues to write after the instruction to stop writing is given
- uses unauthorised equipment or materials
- has any notes written on the body, clothing or any object brought into an assessment room
- communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.

### **Collusion**

When:

- more than one student works to produce a response and that response is submitted as individual work by one or multiple students
- a student assists another student to commit an act of academic misconduct
- a student gives or receives a response to an assessment.

### **Contract cheating**

A student:

- pays for a person or a service to complete a response to an assessment
- sells or trades a response to an assessment.

### **Copying work**

A student:

- deliberately or knowingly makes it possible for another student to copy responses
- looks at another student's work during an exam
- copies another student's work during an exam.

### **Disclosing or receiving information about an assessment**

A student:

- gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment
- makes any attempt to give or receive access to secure assessment materials.

**Fabricating**

A student:

- invents or exaggerates data
- lists incorrect or fictitious references.

To make sure every student gets a fair result for their own work, students who have engaged in academic misconduct will be given a result using evidence gathered by teachers prior to or on the due date that is verifiably the student's own work.

Junior: In the case of exams, students will not be rated on any exam segments potentially affected by the academic misconduct. Students may be asked to re-sit exams or complete alternative assessment.

Senior: In the case of exams, the senior school deputy principal will make a determination as to the potential impact of the academic misconduct on the student's response, and students will not be rated on any exam segments potentially affected by the academic misconduct. In cases where the impact is significant, the student's response may be awarded a Not Rated (NR) result. This can affect your QCE points and/or ATAR eligibility, you should make an appointment with the Guidance Officer or HOD Senior Schooling.