



OAKEY STATE HIGH SCHOOL

Year 7 – 10 Assessment Policy

STATEMENT OF INTENT

This policy outlines the expectations, processes and accountabilities of students, parents and the school with regard to assessment and judgements about student achievement. The school policy is consistent with the Queensland (P-12) Curriculum, Assessment and Reporting Framework (CARF).

GENERAL RESPONSIBILITIES

School Responsibilities

- Publish all assessment dates on the school calendar;
- Provide students with assessment instruments in an appropriate time frame.
- Inform parents if a test is not completed on the due date.
- Provide appropriate class time for assignment for a student to gain a C standard.
- Monitor student attendance, participation in class and performance in assessment in order to initiate relevant support for each student.
- Provide information to parents and students on the adequate progress of students on assessment tasks.
- Provide feedback to students on both rough draft(s) and final assessment tasks in a timely manner
- Parents are to be informed of non-submission of an assignment on the due date.
- Enact procedures which ensure a consistency of standards is maintained in the marking of assessment instruments.
- Provide equitable education opportunities to all students to ensure they have access to the curriculum and have every opportunity to demonstrate their knowledge and skills through the Special Provisions Policy.

Student Responsibilities

- Complete all assessment to the best of the student's ability,
- Ensure all assessment tasks submitted are the original work of the student;
- Use the School Referencing and Bibliography Policy;
- Present information requested by teachers to demonstrate adequate progress on assessment tasks;
- Present a rough draft(s) to teachers for each assessment on the due date(s);
- Demonstrate mandated requirements of the course;
- Submit all assessment tasks by the due date;

- Complete a '**Application for Extension Form**' in Appendix 5 if an examination is missed or extension of an assignment is requested.
- Seek clarification from the teacher who awarded the result before appealing any result.

Parent/Caregiver Responsibilities

- Encourage students to submit all monitoring and drafts and final assessment instruments by the due date;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.

EXAMINATIONS

School Responsibilities

- Students will be notified of each examination for each of their subjects at the beginning of each semester.
- Students are given notice when examinations are scheduled and should therefore avoid all appointments that clash with examination dates.
- Examinations for each year level will be held during normal lessons. No assessment will be scheduled during the first two weeks of any term.
- Provide feedback to students on final assessment tasks in a timely manner.

Student Responsibilities

- Follow a prescribed seating plan as determined by the teacher.
- Students must not talk, or communicate in any way or for any reason, with other students during the test.
- Students must not move around the room.
- Students may not leave the room until the scheduled completion time. Papers will not be collected until the scheduled completion time.
- Students must put their hand up and wait for the supervisor to discuss issues if there is a problem.
- Students must supply their own requirements for the exam, e.g. pencils, biro, ruler, erasers, calculators.

Missed Examinations

- **Advance Notice:** Students must complete a '**Application for Extension form**' to advise the school of an unavoidable impending absence immediately they become aware of it. Documentary evidence must be supplied.
- **Unforeseen Circumstances:** Should a student be absent on the day of an examination, the hub must be contacted by the student, parent or caregiver on the day of the test. This information will be passed on to the appropriate HOSS.
- **Students on External Suspension:** Students on suspension, at the discretion of the Principal or appropriate Deputy Principal and in consultation with the relevant HOD, will be given the opportunity to complete any examination as scheduled during their suspension period.

In all cases, if an examination is missed, a completed '**Application for Extension form**' in Appendix 4 with supporting evidence of the reason for the absence must be provided to the appropriate HOD immediately upon the student's return to school. Appropriate evidence might include: medical certificate, notification of selection in a representative team, copy of itinerary, etc. It is generally at the discretion of the HOD as to the suitability of the student being offered an opportunity to sit for a late examination.

ASSIGNMENTS

Drafts

A draft is a preliminary version of a piece of writing. Failure to submit a draft does not allow a student the best possible opportunity to achieve the standard elaborations. A draft provides evidence of student learning at a point of time and an opportunity for feedback and further improvement of work.

Plagiarism

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples of plagiarism cited in the Griffith University Research Higher Degree Handbook available from their website (<http://www.griffith.edu.au/>) include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing.
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works.
- using another person's ideas, work or research data without appropriate acknowledgment.
- copying computer files in whole or in part without indicating their origin.
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student.
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research.

Whilst there are commercially available applications for identifying plagiarism once it has occurred, there are strategies associated with monitoring and documenting student text production. These strategies include ensuring that the body of evidence about which judgments are made includes tasks that are completed under varying conditions, ranging from most controlled to open access to human and physical resources. Where there is open access to physical and human resources, processes need to be in place for teacher monitoring of the development of tasks. These could include:

- teachers seeing plans and drafts of student work
- student production of, and maintenance of, documentation of the development of the responses
- student acknowledgment of resources used.

Use of Computers

If students choose to use home computers for assessment they must be aware of the following rules:

- ALL drafts must be printed and submitted with the final copy to allow teachers to monitor the development and authorship of the assignment. (This includes amendments to any page altered during the drafting process.) Initial handwritten notes and plans must also be submitted.
- Unless otherwise negotiated with specific teachers, written assessment must be submitted on A4 paper.
- Computer, USB or printer breakdown will NOT be accepted as an excuse for the failure to submit assessment on the due date.

- Drafts which should have been printed during the drafting process may be updated and submitted on time. (To avoid these problem students should plan ahead and print their assignment work early.)
- All sources, including articles/sites on the Internet must be correctly and comprehensively acknowledged (laws of plagiarism still apply.)

JUDGEMENTS ABOUT LEVELS OF ACHIEVEMENT

Judgements of student achievement are made by matching the body of evidence provided by students' responses to assessment tasks to the standards associated with the exit criteria outlined in the relevant syllabus. Judgements should be made based on evidence available to the teacher **on or before the due date**.

If an assignment is not submitted on the due date or is submitted late, the class teacher will use all evidence available to them **on or before the due date** to make a judgement about the performance of the student for the assessment piece. In most cases this will be the draft assessment submitted by the student.



Application for Extension

APPLICATION FOR EXTENSION – ASSESSMENT OTHER THAN EXAMINATION

Step 1	<i>STUDENT TO COMPLETE</i>	
	Name:	Date request submitted:
	CCP Class:	Student ID No:
	Due date of assessment:	Subject:
	Type of Assessment/Examination:	
	Reason for extension:	
	Documentary evidence attached:	YES / NO
Student's Signature:	Parent's Signature:	

Step 2	<i>TEACHER TO COMPLETE</i>	
	Work effort during set preparation time:	
	Number of lessons missed:	
	General Comment:	
_____ Teacher's Signature		

Step 3	<i>FACULTY HoD TO COMPLETE</i>	
	Approved <input type="checkbox"/>	Date Now Due:
	Not Approved <input type="checkbox"/>	
	Comments:	
	<input type="checkbox"/> Entered on OneSchool <input type="checkbox"/> Referral to HoY via OneSchool	Date:
_____ Faculty HoD's Signature		