



ASSESSMENT POLICY – SENIOR STUDENTS

Key Principle: EQUITY

Assessment conditions must be equitable for all students.

SCHOOL AND TEACHER RESPONSIBILITIES

- Supply students with an assessment overview and approximate assessment dates within the first three weeks of a semester. Confirm draft and due dates, and exam dates when issuing assessment.
- Provide students with typed task and criteria sheet that clearly sets out requirements.
- Notify parents/guardians if students do not submit/present draft and final assessment.
- Special consideration provisions are made for students with special needs, including those with extended illness, changed family circumstances (including breakdown / bereavement / illness) extensive sporting commitments, etc. Please contact the school for further information if required.

Students with an Education Adjustment Program will have Individual Education Plans (IEP) and these plans will reflect assessment requirements and support details. Teachers to work with SSS to meet student needs.

- Teacher and HOD negotiate with School Based Traineeship and Apprenticeship students to allow for traineeship or apprenticeship requirements.

PARENT/GUARDIAN RESPONSIBILITIES

- To inform the class teacher / HOD / school office of any extended absence beyond 2-3 days, and make arrangements for work to be completed / caught up / submitted.
- To inform the class teacher of any circumstances/concerns that may need to be taken into consideration prior to the due date of the assessment.
- To inform the school on the day of assessment or an exam of absence and the reason for this, and discuss how the assessment will be submitted/completed.

STUDENT RESPONSIBILITIES

- To be **aware of all assessment responsibilities**, including due dates (draft and final) and all other commitments (eg camps, representative sport, traineeships, etc). Use the time given to complete assessment properly (timely evidence) and plan around your commitments.
- In conjunction with parent responsibilities, inform the class teacher/HOD/school office of any extended absences beyond 2-3 days, and absence on the day of assessment and/or exams. Inform teacher of any circumstances which have affected the completion of assessment by the due date.
- To submit/present all assessment with the task/criteria sheet for marking. Seek assistance if needed.
- School Based Traineeship and Apprenticeship students are to negotiate with their teachers to ensure that assessment dates do not clash with their traineeship or apprenticeship requirements and that they are meeting negotiated deadlines at both school and their traineeship/apprenticeship requirements.
- **Completion** - Understand that all mandatory assessment must be completed by the due date to be rated; and must be completed by the end of the semester for you to be rated on your report card.
- **Drafts** help you do your best work and must be submitted for teacher feedback. If you don't hand in a draft, your teacher will place you on detention to complete the work; or phone your parents.
- **Extensions** can be given if you are away – bring a medical certificate or note from your parents and all your draft work / class work to show your teacher / HOD what you have done.
- **Apply for extensions at least 2 days before the due date. See your teacher / HOD for guidance.**
- What if I have **computer problems** and can't print my assignment? Bring all draft work in on the due date, along with a note from home. If your teacher has seen your draft and knows you have done the work, there won't be a problem.
- What happens if my **teacher is away** on the due date? Present your work to the HOD/school office.
- What if I am **away** on a due date? Phone the school and let your teacher / HOD know. Email the work to your teacher if possible. Bring the work in on the **next** day you are here and give to your teacher before school, with a medical certificate / note attached explaining why you were away.

- **Late Assessment** – Only work completed up to the due date will be rated, however the task must be completed. Teachers can mark your draft / class work seen up to the due date, as this is timely evidence. Late assessment must be submitted through the HOD or school office.
- **Consequences of Late Submission / Non-Submission** – the task will be considered as Not Rated, although it will be marked for feedback. Students may be placed on detention, have a letter sent home or parents contacted until the work is completed. Continued late or non-submission of work may result in you not being rated on your report card for that subject. This may also mean that you will not be credited with the semester on the school's data systems and may therefore not have the semester's credit appear on the Year 12 Certificate, as the course has not been completed. This may impact on your OP eligibility, and Cancellation of Enrolment procedures could result.

EXAMINATIONS

- Senior students must supply a medical certificate or reasons approved by the principal.
- The student will then sit the exam at the next available opportunity as determined by the class teacher / HOD.

APPEALS AND SPECIAL CONSIDERATION

Special consideration in extreme circumstances (death in family, chronic illness) may be given when moderating student results. Students, in these cases, need to make a request in writing through the Principal and this documentation must be attached to the student's profile giving the reasons for Special Consideration. This will be given on a case-by-case basis.

Any appeal for an extension not being granted should be submitted in writing to the Deputy Principal/Principal. These will be considered on a case-by-case basis. See the Department HOD if you wish to appeal a grade on an assessment task.

The Principal has the final decision in any matter regarding the implementation of this assessment policy, within QSA guidelines.

Basic Principles of Assessment Policy for students

- **Equity – conditions must be equitable for all students**
- **Know your assessment responsibilities / due dates and stick to them**
- **Drafts – help you do your best work – they must be submitted**
- **Completion – all assessment must be submitted to be rated in a module**
- **Absences – you must let your teacher know and catch up ASAP / bring the work in the next day you are here**
- **Extensions – can be given if you are away – bring a medical certificate or note and all your draft work/class work to show what you have done**
- **Apply for extensions at least 2 days in advance**
- **Late / Not Submitted Assessment – can not be rated. Consequences include detention to finish the work and parents contacted by letter or phone**
- **Continued late / non-submission of assessment may mean you are not rated on your report card, may not be promoted and may have to repeat the module in some subject areas.**