

# Senior Assessment Policy

## RESPONSIBILITIES

### Students are responsible for:

- Engaging in the learning
- Producing evidence of their own achievement
- Submitting responses on or before the due date planning and managing their time to meet these due dates
- Informing the school if they have concerns about meeting these due dates

### TMSHS is responsible for:

- Adhering to the QCAA's policies
- Providing students with an assessment schedule by the end of Week 3 of each semester.
- Ensuring valid, accessible and reliable assessment of student achievement
- Following and complying TMSHS Senior Assessment Policy.

## EXTENSIONS

### If students are unable to meet a due date:

- Parents/carers are to contact Mrs Anderson, HOD & classroom teacher
- Provide relevant documentation, e.g. medical certificate

**Please note:** for emergent situations impacting exams please email the Deputy Principal - Mrs Anderson

## EXTERNAL ASSESSMENT

The external exam period runs for 23 days from the **end of October to mid November.**

The external exam schedule is created and published by the QCAA.

## PROVISIONAL VS CONFIRMED

All marks for summative internal assessments for General subjects are **provisional** until they are confirmed by the QCAA.

Results for Applied and Applied (Essential) subjects and Short Courses may be **subject to advice** from the QCAA.

## RESPONSE LENGTH

### When determining the length of a written response:

	Word Length	Page Count
<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• All words in the text of the response</li> <li>• Title, headings and subheadings</li> <li>• Tables, figures, maps and diagrams containing information rather than raw or processed data</li> <li>• Quotations</li> <li>• Footnotes and endnotes (unless used for bibliographical purposes)</li> </ul>	<ul style="list-style-type: none"> <li>• All pages that are used as evidence when marking a response</li> </ul>
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>• Title pages</li> <li>• Contents pages</li> <li>• Abstract</li> <li>• Visual elements associated with the genre*</li> <li>• Raw or processed data in tables, figures and diagrams</li> <li>• Numbers, symbols, equations and calculations</li> <li>• Bibliography/reference list</li> <li>• Appendices**</li> <li>• Page numbers</li> <li>• In-text citations</li> </ul>	<ul style="list-style-type: none"> <li>• Title pages</li> <li>• Contents pages</li> <li>• Abstract</li> <li>• Bibliography/reference list</li> <li>• Appendices**</li> <li>• Blank pages</li> </ul>

\*For example, by-lines, banners, captions and call-outs used in genre-related written responses.  
\*\* Appendices should contain only supplementary material that will not be directly used as evidence when marking the response.

### When determining the length of a non-written response:

	Response Length - duration	Notes
<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• Any items that form part of the response and chosen by the student for inclusion in the multimodal or presentation including introductory slides or excerpts such as video or music</li> <li>• Any required referencing of texts or citations chosen for inclusion, e.g. as a note on a slide in multimodal presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Marking only the evidence in the student response that meets the assessment conditions for response length</li> </ul>
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>• Extraneous recording prior to the beginning of the response, e.g. setting up microphones, waiting for an audience to settle, talking about setting up.</li> </ul>	<ul style="list-style-type: none"> <li>• The exclusions for written responses do not apply as they are not relevant to a timed response.</li> </ul>

## CLICK HERE TO VIEW THE SENIOR ASSESSMENT POLICY

<https://tamborinemtnshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Our%20school/senior-assessment-policy.pdf>

## LINE DAYS

- Senior students are required to attend mandated line days each Wednesday (as per schedule) regardless of TAFE/Traineeships/Apprenticeship commitments.
- A medical certificate must be provided for any non-attendance on a scheduled Wednesday & a catch up arrangement will need to be arranged with the Deputy Principal.

## OTHER USEFUL RESOURCES

### My QCE

Used for tracking confirmed results and QCE points.

### QCAA Syllabus Documents

The overview of each subject (including exemplars of assessments).

## AUTHENTICATION

Students must abide by QCAA and TMSHS authentication rules

## DUE DATES

Due dates as per QCAA rules are final. Assessment must be submitted on or before the due date.

## AARAs

- AARA's are for students facing challenges in the assessment participation
- AARA procedures follow the QCE and QCIA policy
- Applications require supporting documentation and should be submitted well in advance to meet QCAA timelines.
- See Mrs Anderson for application assistance.

## WHO TO CONTACT FOR

**Wellbeing:** Guidance Officers/SSL Team

**Subject/Assessment Query:** Head of Subject Department

**AARA/Extension:** Mrs Anderson