Assessment Policy 2018
ASSESSMENT POLICY

Assessment is an integral part of the school curriculum. It assists in the development of important skills. Assessment varies in nature from subject to subject. It can take the form of assignments, projects, oral presentations, examinations, experiments, practical demonstrations and performances.

CALENDAR

At the beginning of each semester, students will be given an assessment calendar. This is a guide as to when assessment will occur for each subject. This calendar will enable students to adequately plan for assessment. Students are encouraged to record these dates in Outlook.

ASSESSMENT TASK SHEETS

The following information will be included on assessment task sheets:

- clear and specific statement of task
- details of time allocations for work completion in-class
- clear definitions of parameters such as length, structure, time and method of presentation
- provisional due date and final due date
- expectations of work requirements/standards to be met for monitoring
- weighting for different sections, if applicable
- literacy strategies
- numeracy strategies.
- General Capabilities (Australian Curriculum Icons):
  - ICT Capability
  - Critical and Creative Thinking
  - Personal and Social Capability
  - Ethical Behaviour
  - Intercultural Understanding.
- Dimensions of Learning:
  1. Positive attitudes and perceptions about learning
  2. The acquisition and integration of knowledge
  3. The extension and refinement of knowledge
  4. The meaningful use of knowledge
  5. Productive Habits of Mind.
- marking criteria
- weighting or function in the assessment program (if applicable)
- ownership declaration.
ASSESSMENT PREPARATION

Sufficient in-class time under teacher supervision will be allocated to allow students the opportunity to understand the requirements of the task and to develop the task. Where appropriate, in-class time will be given to the completion of the task. When completing a task students need to ensure that:

- all work is their own
- sufficient time is allowed to plan, research, write, rewrite and present a final submission
- work required for sighting on monitoring dates is complete
- submission takes place on or before 4.00 pm on the Thursday of the week due
- scripts of orals need to be submitted on the due date and at the designated lesson
- orals are to be presented during the scheduled class on the due date
- teachers and Heads of Departments have been advised prior to the due date of circumstances that prevent submission. The assignment extension process has been followed.
- a receipt is received for any assignment submitted through Student Services.

ASSISTIVE TECHNOLOGY AND SUPPORT

Students who have been identified as candidates for the use of assistive technology or extra support will be assessed as per standard criteria.

Assistive technology may include iPad; scribe pens; e-platforms; laptops and specific software support may include extra time; verbalised responses; scaffolded criteria and a scribe.

PROVISIONAL GRADE AND FEEDBACK

Provisional grade and feedback is an important part of the learning process. Provisionally marked work will be returned to students with constructive comments clearly outlining areas of strength and improvement (annotated) and an overall provisional grade against criteria. Staff have up to two weeks (10 working days) to return the provisional feedback/grades.

Assessment Process (sample)

Week 1 – Assessment distributed
Week 3 – Monitoring (feedback)
Week 5 – Provisional due date (feedback and grade)
Week 8 – Re-submission (result)

Students

On the provisional due date for an assignment, the teacher will review each student’s progress on the assessment item and provide feedback and a provisional grade against criteria. Any student who, at the provisional grade stage has made insufficient progress or whose standard of work is not appropriate will be referred to the lunchtime “Monitoring Room”. This room is designed to provide a form of compulsory time management.

Students must report to the Monitoring Room regardless of whether the referral has been sighted by students through form class/parade. Parents/Caregivers are texted/emailed this information.
The student is required to report to this room from 11.10 am daily until their assignment is of the appropriate standard to be “cleared” by the subject teacher. Each student who is required to report to the lunchtime “Monitoring Room” is given a reminder through form class/parade.

It is the student’s responsibility to report to the monitoring room until their work has been approved by the relevant teacher. Monitoring work must be cleared with the teacher prior to the commencement of form. Failure to report to the “Monitoring Room” will result in further disciplinary consequences e.g. Weekly Withdrawal Room (WWR) for completion of workbook, completion of monitoring work, suspension. Parents/caregivers will be notified through text message, email or mail.

**Teachers**

Teachers are required to provide a list of students who are to attend the Monitoring Room by 3.30 pm the day after the provisional feedback and grade is returned. Students must be advised.

**Parents/Caregivers**

All effort is made to contact parents/caregivers when their child is referred to the “Monitoring Room” thereby allowing parents/caregivers to encourage their child to give additional effort to the assessment task prior to the final due date. Each student, when referred, has a text notification forwarded to their parent/caregiver. See Assessment Process, Monitoring Process and Weekly Withdrawal Room Flowcharts.

**ASSESSMENT/DRAFTING EXPECTATIONS**

**Drafts**

- Year 12 – 1 draft
- Year 11 – 2 drafts
- Year 10 – 2 drafts
- Years 7 – 9 ‘monitoring’ drafts (10 days turn around)

**Assessment**

- Years 7 – 9 – 2 pieces per semester

**LATE SUBMISSIONS**

The late submission of any assessment item on the final due date is regarded as a very serious matter. The submission of an assessment item past the advertised final due date will result in the following action:

**Years 7 – 10**

- The student will be given the provisional result for the assessment task.
- The student will be required to remain after school in the Assignment Room for two hours to complete fully the assessment task to a satisfactory level.

**Years 11 and 12**

- The student will be required to complete as much work as possible on the assignment item during the next scheduled lesson and this will be graded.
The student will attend school on the Senior Study Day (all day). It is important to note that if a student leaves an assessment item at home, they are required to contact parents/caregiver to deliver it to the school. Submission the next day would be regarded as a late submission. In all instances parents/caregivers are contacted if their child submits a piece of assessment late. This notification is via text message.

Failure of electronic equipment is also not an acceptable reason for late submission. Students are encouraged to keep back-up copies and drafts.

EXTENSIONS

A number of situations can occur where a piece of assessment cannot be submitted/performed on the due date. The Head of Department will grant an extension where exceptional circumstances exist. For example:

- Extended absence due to illness, supported by a medical certificate (Years 11 and 12) or through parental communication (Years 7, 8, 9 and 10).
- Absence due to illness or bereavement or other special circumstances on the due date, supported by parental communication.
- Student is physically unable to participate due to an injury.
- Student has been suspended.

The Head of Department is the only staff member who can grant an extension. Draft work or work completed up to the seeking of an extension should be sighted at the time that the extension is requested.

Extensions should be sought at least two (2) days prior to the due date, where possible. It is the discretion of the HOD as to whether an extension is granted. The specific details or conditions for the new due date will then be written on the relevant criteria sheet.

ABSENCES

If a student is absent on the day a submission deadline they are required to follow the procedure below.

Tests and Examinations

- A parent/caregiver should call Student Services to explain the exceptional circumstances e.g. emergency, family bereavement prior to the test.
- For summative assessment in Years 11 and 12, provision of a medical certificate as written proof of absence for illness on the day of return to school is required.
- In Years 7, 8, 9 and 10, provision of a note from parents/caregivers explaining the absence.

The student will then be required to complete the same or similar test on their return to school. It is the student's responsibility to complete the test at the time arranged by the Head of Department.

Emergent situations will be managed by the Administration.

If the above procedures are not followed, a result cannot be credited towards a level of achievement for that subject or for the completion of course requirements.
Orals

Preparation Schedule

To ensure equity, names are to be drawn randomly (“out of a hat”) following each speech so that all students are prepared for every lesson during the presentation lessons. Specific dates may be given to individual students where appropriate.

On the final due date of the oral presentation, all students are required to submit their script.

Non-Submission of Script

- If a student does not submit a script, they will receive two hours after-school (Years 7 – 10) or attend a Senior Study Day (Years 11 – 12). The student will then make their presentation at the beginning of the oral assessment period. The student’s name will be recorded on the overdue assignment log (oral – script).

Non-Presentation of Orals

- Years 7 – 10 students will receive the provisional result. The student’s name will be recorded on the overdue assignment log (oral – presentation). The student will be required to complete the oral to a satisfactory effort.
- Years 11 – 12 student must make at least an utterance. They will be assessed on that effort. The student’s name will be recorded on the overdue assignment log (oral – presentation).

Legitimate Absence

- The script, criteria sheet and any visual aids are to be given to teacher the next day.
- Years 11 and 12 - a medical certificate is required.

Assignments - Written and Spoken

If a student is absent from school on the provisional due date (Thursday) or the final due date:

- The written assignment or oral script should be sent to school with a friend/sibling/parent/caregiver, clearly indicating the teacher’s name. The assignment/script should be submitted to Student Services by 4:00pm.
  Alternatively, the assignment may be emailed (Absences@tamborinemtnshs.eq.edu.au).
- For assessment in Years 11 and 12 provision of a medical certificate, confirming illness on the day the assignment was due, is necessary.
- Parents/caregivers should contact the Principal or a Deputy Principal about emergent situations.
- In Years 7, 8, 9 and 10 the provision of a note from parents/caregivers explaining the absence on the day is sufficient.
- The assignment should be submitted on the student’s first day of return to school. Even if the student does not have the subject on the day they return to school, they must still submit the assignment. Failure to submit the assignment on the first day of return will be regarded as a late submission.
Note: The assignment must be presented on the first day back at school.

Non-Provision of a medical certificate

- Years 11 and 12 - if a student is absent on the day assessment is due, they must submit a medical certificate on the day of their return.

- Failure to submit the medical certificate on the day of the student’s return will result in
  - the student being required to complete as much work as possible on the item during the lesson and this will be graded
  or
  - draft only assessed (Drafts need to be retained and stored appropriately).

SELECTIVE UPDATING

Students in Years 11 – 12 have the opportunity to selectively update their results by written application to the Principal outlining the grounds requiring special consideration.

CHEATING

Cheating is a serious infringement. Suspected instances of cheating will be referred to the relevant Head of Department. An investigation will be undertaken to determine the level of intent of each participant.

Cheating includes:

- copying another student’s work
- plagiarism
- sharing assignment and other research work/results
- using unauthorized notes in an exam
- sharing answers in examinations
- excessive in-put by another person
- using assistive digital devises (iPhones, iPods, ear phones etc)
- sharing information about an exam/assessment

Consequences for cheating may include:

- completion of referencing workbooks
- an E’ result/graded to point of discretion
- suspension/exclusion
- community service
- withdrawal from subject

PLAGIARISM

Student work will be deemed to be plagiarised if it contains:

a) text, images, or audio/visual content that has come from another source and has not been referenced.
b) work that can be demonstrated to be the work of another person or that it is a copy of another person’s work.

c) work that is claimed to be student’s own original work that can be demonstrated to be not the student’s work, for example an essay that shows a literacy level significantly higher than that normally demonstrated by the student.

Students will be given every opportunity to demonstrate or prove authorship and ownership of work. If a student has had parental help or tutoring from sources outside of the school, then this work does not constitute the student’s original work and thus must be referenced appropriately if it is not to be treated as plagiarism.

Ownership Declaration

Where original student work is a requirement of the assessment item, the assessment item will have a cover sheet, which contains the paragraph:

<table>
<thead>
<tr>
<th>This work is the original work of the student indicated below. Except where referenced or otherwise indicated, the student claims ownership and authorship of all work. (Falsely claiming ownership of other people’s work is in violation of the Copyright Act)</th>
</tr>
</thead>
</table>
| Student____________________________    Date___/___/_____

At provisional due date

Where plagiarism is detected or suspected:

- A clear indication on the monitoring submission must be made to show where the suspected or detected plagiarism occurs
- The student must be informed clearly (verbal or written) of the teacher’s concerns with regard to ownership of indicated sections

At final due date

Where plagiarism is detected or suspected:

- The student will be interviewed and given an opportunity to prove ownership or explain how the incident of plagiarism occurred.

When the teacher and Head of Department have evidence to indicate plagiarism in an assessment task, the student grade at the provisional due date (removing the plagiarism parts) will be awarded as the assessment result. The Head of Department in consultation with the Administration will then determine whether selective updating is available and/or appropriate and whether further consequences need to be applied.

1 Material is considered to be referenced, if there exists within the body of work a logical and consistent means of determining the sources of all materials that are not the original work of the student. The recommended system is the “Harvard Reference System” see:
STUDENT INSTRUCTIONS FOR EXAMINATION

Students are:

- To bring only permitted equipment (pens, pencils, ruler, calculator, special permitted equipment) into exam room. All other equipment is to be left in their bag outside the room. In particular, no reading material is to be brought into the examination room and no reading material will be supplied by the teacher.
- To remain silent after entering the room.
- Not to communicate verbally or non-verbally with any other student.
- Not to borrow equipment from any other student.
- To stand/raise their hand if they have a question.
- Not to ask for assistance in interpreting the exam.
- To report any apparent serious errors in their examination paper.
- Not to write during perusal (unless instructed otherwise).
- To cover their work.
- To behave in a manner that is completely free of suspicion. No talking, gestures or looking at other students’ work.
- To stand/raise their hand if they wish to go to the toilet. Students will only be permitted to go the toilet one at a time. Students will be issued with a “permission to leave” pass.
- To remain in the room until the finish of the time of the exam. Stay silent. Do not communicate in any way with any other student.
- When the supervisor indicates time is up, students are to finish writing as directed.
- The teacher will collect papers from each desk at the end of the exam time (or as otherwise directed).
- To leave quietly when directed.

ACTION TAKEN FOR BREACHES OF EXAMINATION RULES

1. Students behaving suspiciously or whose behaviour is inconsiderate of others, will be warned by the teacher.

2. Students who continue to behave suspiciously or who are believed to be cheating will have their paper signed by the supervising teacher at the place on the paper on which they were working. They will be removed to a separate, more isolated location to continue their paper. The teacher and Head of Department will discuss penalties. Students and parents/caregivers will be advised of the outcome.

SPECIAL PROVISIONS

Senior Assessment

This policy is based on the QCAA Policy on Special Provisions for School-Based Assessments in Authority and Authority-Registered Subjects (January 2009)

Tamborine Mountain SHS is responsible for the special provision procedures for the awarding of levels of achievement and SAIs.
1. Exemption

- The teacher, parent/caregiver or the student may provide information regarding a student's circumstances. This information is collected by an Administration member (Deputy Principal or Principal).

- A Special Provision: Request for Assessment – Exemption form is to be completed by the student and parent/caregiver if they are seeking exemption. The form can be collected from Head of Department or Student Services.

- Administration, following discussion with teacher/Head of Department, may approve exemption of the student from a particular assessment item. This will occur if it is considered that the circumstances of the student (as outlined on the Exemption request form) over the assessment time would contribute significantly to uncharacteristic performance.

- Students may be recommended alternatively for Special Arrangements (see below).

- In some cases, a completed assessment item may be disregarded if it is considered that the circumstances of the student at the assessment time have contributed significantly to uncharacteristic performance.

- A student granted exemption is expected, if possible, to undertake the particular assessment item and/or commit to selective updating or special arrangements.

- Supporting statements from teacher/Head of Department, explaining reasons for exemption, will accompany monitoring and verification submissions. Letters may be sent to panel chairs and advice sought, at other times during the year.

2. Special Arrangements (including Extension)

- Teachers, following consultation with the Head of Department, may vary assessment conditions for students with special needs. These students may include, but are not limited to those mentioned in the QCAA Policy Statement. Information about students with special needs is available from various personnel for example Administration, guidance and Head of Department Learning Support.

- Note that, for example, a poor reader does not receive “Special Arrangements” if the assessment item tests reading.

- Extension is a type of Special Arrangement. The current extension system will apply. A student requesting an extension will initiate the process through the Head of Department.

- Particular cases may be referred to the Administration.

- The Principal/Deputy Principal (QCAA) will be notified by the teacher/Head of Department of any special arrangements which are significant enough to require a supporting statement to panel. The form Special Provision: Variation to Assessment Conditions (VAC) will be used. The form can be collected from Head of Department or Student Services.

- Supporting statements from teacher/Head of Department, explaining reasons for special arrangements, will accompany monitoring and verification submissions. Letters may be sent to panel chairs and advice sought, at other times throughout the year.
Eligibility for Certification

In order to ensure formal certification of Years 10, 11 and 12, specific policy expectations must be met.

In view of this, Tamborine Mountain State High School has outlined clearly expectations regarding -

- the completion of assessment

and

- the student's attendance record

Completion of Assessment

Students must complete and submit all assessment items.

Attendance

The number of absences is limited to a total of ten days per semester.

Students exceeding this limit, or not submitting assessment, will undergo a review to establish their eligibility for certification.
ASSESSMENT AND MONITORING PROCESS
Years 7 - 9

Assessment Items (Assignments/Written/Performances) distributed stating a
- Monitoring date (optional)
- Due date.
- Final submission.

Monitoring Date
- Student submits monitoring on due date e.g. planner checking.
- Non-submission - Referral to Monitoring Room by classroom teacher via ID Attend.

Due Date
- Student submits task fully completed.
- Non-submission - Referral to Weekly Withdrawal Room (WWR). Teacher advises HOD. HOD notifies SSL Admin Officer.

Provisional Grade and Feedback
- Teachers provide constructive feedback within 10 days of due date.
- Provisional Marking Schema or criteria sheet to be the same as final marking schema or criteria sheet.
- Teachers provide provisional result.
- Teachers record provisional results in mark books/student profile.
- Teachers send a "standardized" email to all parents/caregivers of the class indicating provisional marking grades have been released to students and seeking parent/caregiver awareness/support.

- Students who receive a lower provisional grade than LOA currently achieving - parent/caregiver notified by classroom teacher/email.
- Students who receive an unsatisfactory provisional result or non-submission of task referral back to Monitoring Room. Teacher advises HOD. Teacher emails parent/caregiver and 160 text sent by Teacher Aide.

- After receiving their provisional grade and feedback students will be given a minimum five (5) school days to submit a final piece by the due date.
- Students may elect to resubmit their provisional assessment without any changes.
- Parents/caregivers notified.
- Classroom teacher email (standardized email)

Final Submission due date
- Final assessment is marked with grade only on criteria sheet and marking schema.
- No comments.
- Failure to submit assessment by due date results in provisional result allocation and two (2) after-school hours. Recorded on 'Overdue' list for SSL to follow-up.

NB:
Selectivity Update
- Written application may be made to Principal if student believes grounds for selective update exists.
MONITORING PROCESS
Years 7 – 12

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.

Overview
- Teacher issues lunch-time referral to Monitoring Room.
- Monitoring Room text message sent to parent/caregiver by Student Services at 3.35 pm.
- Student remains in Monitoring Room until cleared by teacher and sufficient work completed.
** No identified SEP students unless with Administration approval for referral to Monitoring Room or Withdrawal Room.

- Student completes Monitoring Room Referral or
  - Student ‘cleared’ from the Monitoring Room by teacher.
  - No further action

- Student fails to show to the Monitoring Room with valid reason.
  - No further action

- Student fails to show to Monitoring Room with no valid reason.

Years 7 – 10
- First No-Show → referral to WWR.
- Second No-Show → referral to WWR.
- Third and subsequent No Shows → five (5) day suspension.

Years 11 – 12
- First No-Show → loss of Senior Study Day.
- Second No-Show → loss of Senior Study Day.
- Third and subsequent No-Shows → loss of all Senior Study Days.
# SPECIAL PROVISIONS FOR VARIATION TO ASSESSMENT CONDITIONS

The request for Special Provisions must be applied for prior to the due date of the assessment task. You are to complete Section 1 and submit it to the Head of Department, who will complete Sections 2 + 3

## SECTION 1: Completed By Student

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>YEAR LEVEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT(S):</td>
<td>TEACHER(S):</td>
</tr>
<tr>
<td>Assessment Item(s) (Type &amp; Topic):</td>
<td></td>
</tr>
</tbody>
</table>

Reason for seeking Special Provision:

Evidence (e.g., Doctor's certificate or other documentation):

Student Signature: Date:  
Parent/Caregiver Signature: Date:

## SECTION 2: Completed by Head of Department (HOD)

The request for Special Provisions submitted by _______________ for __________________________ has / has not been approved.

<table>
<thead>
<tr>
<th>Condition Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Provisions:</td>
</tr>
<tr>
<td>Condition Variation Approved:</td>
</tr>
</tbody>
</table>

HOD Signature: Date:

Please submit this request for Special Provision to Deputy Principal (QCAA)

To the Student: _______________

Your request for Special Provisions for __________________________ has / has not been approved. Please contact me / attach this slip to the assessment item / keep this slip for your records.

Principal Signature: Date:
# REQUEST FOR ASSESSMENT EXTENSION
(Submitted to HOD of relevant department)

<table>
<thead>
<tr>
<th>Student:</th>
<th>Form:</th>
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<tbody>
<tr>
<td>Subject:</td>
<td></td>
</tr>
<tr>
<td>Teacher:</td>
<td></td>
</tr>
<tr>
<td>Test/Assignment Title:</td>
<td>Due Date:</td>
</tr>
<tr>
<td>Reason for request:</td>
<td></td>
</tr>
</tbody>
</table>

Evidence presented and attached (Medical certificate is required for test absence):

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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</table>

HOD comment: 

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>NOT APPROVED</th>
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</table>

New assessment due date: 

HOD Signature: 

This form must be attached to the assignment/test.
**REQUEST FOR ASSESSMENT SELECTIVE UPDATING**
(Obtained from HOD of relevant department)

Students seeking a Selective Updating must make an appointment with the Principal.

<table>
<thead>
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<th>Student:</th>
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<tbody>
<tr>
<td>Subject:</td>
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<tr>
<td>Teacher:</td>
<td></td>
</tr>
</tbody>
</table>

Test/Assignment Title: 
Reason for request: 
Work Commitment: 

<table>
<thead>
<tr>
<th>Class Teacher Notified:</th>
<th>Parent/Caregiver Notified:</th>
</tr>
</thead>
</table>

After-school/Study Room Registration:  
Yes  No

Attendance Dates:  

**APPROVED**  **NOT APPROVED**

Due date: 

Principal Signature:  

This form must be attached to the assignment/test.
# Request for Special Provision Assessment - Exemption

(Submitted to HOD of relevant department)

<table>
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<tr>
<th>Student:</th>
<th>Form:</th>
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<tr>
<td>Subject:</td>
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<tr>
<td>Teacher:</td>
<td></td>
</tr>
<tr>
<td>Test/Assignment Title:</td>
<td>Due Date:</td>
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</tbody>
</table>

**Reason for request:**

**Medical Certificate**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<th>APPROVED</th>
<th>NOT APPROVED</th>
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<tr>
<th>HOD Signature:</th>
<th>Principal Signature:</th>
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## Note

1. Orals do not receive a provisional grade. Scripts for orals receive written feedback only. Final result is grade only – no comments.
2. Tests/exams are result only – no comments.
3. Selective updates are available to Years 11 and 12 on orals or exams via application to Principal.