



Rationale

At Mossman State High School assessment is used to:

- Provide information to students, parents and teachers about the progress and achievements of individual students;
- Set individualised goals and improvement strategies for students;
- Inform teaching and learning.

Background Principles

Students must complete and submit all mandatory assessment items as determined by the subject area Head of Department, the syllabus and the work program to meet course requirements. The work completed must indicate every attempt has been made by the student to satisfy the specific assessment standards. Assessment will contribute towards a student's assessment profile and will determine the overall result awarded each term and in Years 11 and 12, the QCE credits awarded upon exit.

This Assessment Policy, is aligned to:

- Queensland Curriculum and Assessment Authority (QCAA) *QCE and QCIA policy and procedures handbook 2019 v1.0* (October 2018)
- Department of Education *P-12 curriculum, assessment and reporting framework* (September 2018)
- Department of Education *Assessment and moderation in Prep to Year 10* (May 2018)

The policy outlines the expectations for assessment completion, submission procedures and consequences for non-compliance in order to ensure that:

- There is consistency in assessment procedures in all subject areas across Years 7 to 12;
- All students are treated equitably.

Year 11-12

Students who are in the post-compulsory phase of education (i.e. students who have completed Year 10 or turned 16 years of age) who do not meet the mandatory assessment requirements and whose behaviour amounts to a refusal to participate in the educational program provided at the school may have their enrolment cancelled as per the Education (General Provisions) Act 2006, (QLD).

Course Outlines, Assessment Dates & Assessment Planners

By the end of the first week of each **Semester**, teachers will enter their assessment dates into OneSchool through the "Curriculum & Assessment" tab. Assessment Planners will be generated for each year level using OneSchool inputs. **Any changes to the published assessment due dates must be approved with the relevant curriculum area Head of Department in consultation with the relevant Deputy Principal.**

- Students are to have a maximum of two pieces of assessment on any one day. Teachers must refer to the “Assessment Times” schedules published at the beginning of the school year or following significant changes to the timetable and adhere to the prescribed assessment times scheduled for their class.
- All assessment items listed on course outlines will be categorised as one of the following:

Assessment Category	Description of assessment techniques included in category.
Examination	A supervised test that students complete individually, under supervised conditions, and in a set timeframe.
Assignment	Any assessment technique that requires students to submit a body of work that they develop over an extended and defined period of time. Examples include the following assessment techniques: Collection of Work; Extended Response; Investigation; Product; Project; Oral and/or Multi-modal presentation.
Performance	Any assessment techniques that assess physical demonstrations of cognitive, technical, physical and/or creative/expressive skills.

Assignment Procedures

Assessment submission processes

Assessments are due by 3:00pm on the due date unless an extension has been granted.

Year 7-9

Complete assessments must be submitted by 3:00pm on the due date to the class teacher.

Year 10-12

Complete assessments must be submitted by 3:00pm on the due date via one of the following methods:

- In person at the Senior Submissions counter in G block.
- Via another agreed upon method in the case of large physical items or large files.

Submitting an assessment in person via the Senior Submission counter in G block

Students are to:

- Hand in assessments in at the Senior Hub counter by 3:00pm on the due date. Students are not permitted to use class time to submit assessments.
- Attach the Task Sheet that has been supplied by the class teacher to the front of the assessment.
- Place USBs / CDs / DVDs in an envelope / zip lock bag and attach to the Task Sheet. Students are responsible for ensuring that the format of the file/s submitted is compatible with school software.
- Include a printed copy of the script and PowerPoint slides for multimodal presentations.

On submission of the assessment at the Senior Submission counter, the student will receive a printed receipt confirming the submission details. This is the student’s evidence that the assessment has been submitted. A parent or another student is able to submit an assessment on behalf of a student if he / she is unable to do so on the due date.

Submitting an assessment via other methods

Due to the nature or file size of some assessment tasks, some subjects will make use of digital drop boxes or other submission methods. Teachers of these subjects will advise students if this is the preferred method of assessment submission. A record of non-submissions will be provided to the Senior Submissions counter on the due date.

Absence on due date

If a student knows they will be absent on the day an assessment item is due, they must submit the item prior to their absence or make arrangements for it to be submitted on their behalf on the due date.

If a student is absent due to an unforeseen circumstance, the assessment must be submitted via email, family or friends or other suitable arrangements. If students cannot make any of the above arrangements, their parent/carer must contact the Head of Department Senior Secondary on the due date to discuss the situation. A medical certificate is required as evidence for an extension if the student is absent due to illness.

Late submission of assessment (Year 10-12)

All late assessment items must be submitted via the Senior Submissions counter to ensure that the submission is recorded. Late assessment items should always be accompanied by a copy of the approved application for extension form.

Assessment check points

Check points will be used by teachers during the course of teaching and learning to provide feedback to students on their progress towards completing an assessment task. The number of check points will vary according to the complexity and timeframe of the task. At a check point, students may be required to:

- Submit a written outline or plan of their approach to the task.
- Show evidence of research.
- Show that a practical project is progressing to schedule.
- Show other evidence that demonstrates the progress they have made towards completing the task.

Check points are used to motivate students to be organised in their work so that they meet deadlines and to provide them with feedback at regular intervals in the assessment period. Check points also allow teachers to identify students who require additional support so that they may revisit critical content and skills, adjust the teaching and learning schedule and/or provide additional scaffolded assistance.

Consequences for failing to meet with assessment check points

Failure to meet assessment check points will result in:

- Classroom-based consequences (e.g. detentions);
- Parent / carer contact to discuss concerns (recorded on OneSchool);
- OneSchool behaviour incident report if failure to meet the assessment check point can be attributed to refusal to participate in program of instruction;
- Referral to the curriculum area Head of Department.

Drafting policy

A draft is a written response that is a student's best possible attempt at completing an assessment task. The submission of drafts is compulsory as it allows students to:

- Obtain feedback on the assessment item prior to submitting the final copy.
- Provide evidence of authorship (authenticity).

In the case where the final assessment item is not submitted on the due date and there has been no extension granted, the teacher will mark the draft and / or other evidence that has been collected prior to the due date. Year 7-10 teachers should make note of the result they would award if the final assessment is not submitted. **Year 11 and 12 teachers should arrange for drafts to be scanned or photocopied to use as evidence if the final submission is not submitted by the due date.**

Year 7-12

All drafts should be submitted to the class teacher on or before the due date specified on the course outline.

Consequences for non-submission of / incomplete drafts

Students who do not submit a completed draft by the due date and do not have an approved extension:

- Will receive classroom-based strategies (e.g. lunchtime detentions) to ensure they finalise their draft and submit the final copy of the assessment task on time.
- Will have their parents / carers contacted by the teacher by phone. If phone contact cannot be made, the teacher will email or send a letter to parents / carers. This contact will be recorded on OneSchool.
- Will be required to submit a draft within 3 days of the due date or be referred to the subject area Head of Department.
- May receive limited or no feedback on the draft once it has been submitted after the due date.

Oral, Multimodal presentations and/or Performance Assessments

Students who refuse to present an oral, multimodal presentation or performance task will be deemed to have not completed the assessment task. Students with a personalised learning plan identifying oral presentations as an area for adjustment should discuss alternative presentation options with their teacher / subject area Head of Department upon receiving the task, such as:

- Presenting at lunch time to the teacher;
- Presenting at lunch time to the teacher and a small audience of the student's choosing;
- Submitting a video recording of the presentation.

Alternative presentation options can only be considered if they align with the syllabus requirements for the subject.

Group assessment

In the situation that one or more members are absent on the date of a group assessment, the remaining members of the group must submit the elements of the task they were responsible for and, in the case of performances / presentations, present using "fill in" group members taking on the roles of the absent students. When the absent group member returns, the group will re-present at the soonest possible opportunity. Students who have presented at school on the due date will be assessed without penalty.

Extensions

Extension will only be granted by the subject area Head of Department after consultation with the class teacher prior to the due date for an assessment.

Extensions will only be considered in exceptional circumstances, for example for a student who:

- Is suffering from an ongoing chronic illness with medical certificates as evidence.
- Was absent for three or more consecutive lessons at a critical point in the drafting phase due to illness with a medical certificate as evidence.
- Will be absent on or beyond the assessment due date due to illness with a medical certificate as evidence.
- Has been absent from school due to representative sporting commitments or arts / cultural activities.
- Has an extenuating family circumstance, for example bereavement, serious illness of immediate family member or family breakdown.
- Enrolled in the school / subject late and missed significant drafting time.
- Other circumstances beyond the control of the student that are of a serious nature.

This will be a consideration when determining whether a student will be granted an extension due to a lost or corrupted USB or other technology difficulty.

Note: It is the student's responsibility to ensure they have multiple backups of assessment items e.g. USB, stored on school computer or a cloud and emailed to themselves.

To apply for assessment extensions students must follow these steps:

1. Obtain an Application for Extension form from the Senior Submissions counter in G block as early as possible prior to the due date.
2. Complete the Application for Extension form and return to the subject area Head of Department.
3. The subject area Head of Department will consult with the relevant class teacher.
4. The subject area Head of Department will advise the student as to whether the Application for Extension has been approved.
5. A copy of approved Application for Extension form will be provided to the student and the class teacher.
6. The subject area Head of Department will advise the Senior Submissions Administration Officer of the name of the student and the new due date immediately.
7. If Application for Extension is denied, the student will be advised of the grounds on which the decision was made and will be required to submit the task by the due date otherwise they will face the consequences outlined in this policy.
8. Students with approved extensions submit their assessment items to the Senior Submissions counter by the amended due date with a copy of the approved Application for Extension form.

Late submission of assessment

QCAA policy states, "When a student does not submit a response to an assessment instrument on or before the due date set by the school, a result should be awarded using evidence available on or before the due date, e.g. class work, a draft, rehearsal notes, photographs of student work, teacher observations." (QCE and QCIA policy and procedures handbook 2019 v1.0, pg. 93)

Students who submit an assessment item late without an approved Application for Extension will be graded on their draft and / or other evidence that has been collected prior to the due date.

Year 11 and 12 students who do not meet assessment deadlines may commence or progress to the next stage of the cancellation of enrolment process.

Managing Submission Lengths

Mossman State High School supports all students to adhere to task length requirements as stipulated in each QCAA subject specific syllabus. **Teachers and students should utilise check points and drafting to ensure that final submissions adhere to word length and time limits indicated on the assessment task.** If a student's final submission exceeds the stipulated word limit or time length, Mossman State High School teachers will adhere to the following guidelines to reduce the student's work to within the maximum allowable word length or time limit:

Assignments

In the event a student's work exceeds the maximum word length, the teacher in the presence of a Head of Department will advise the student they have 15 minutes to redact their work to reduce the overall word count. If the student is unable to or refuses to select sections from within their submitted work, the teacher and Head of Department will redact the final sentences/paragraphs until the work is reduced to within the maximum word length.

Exams

In the event the student exceeds the maximum word length for a given question or section of an exam, the teacher in the presence of the student and a Head of Department will redact final sentences/paragraphs to reduce the text to within the word length.

Oral/Multi Modal/Performance/Projects (length defined by time)

If the student's work exceeds the maximum time limit, the teacher will stop the marking process when the maximum time is reached. The student in the presence of a Head of Department will be informed that the extra material has not been marked.

Inadequate responses

Students must ensure that they make a reasonable attempt on all assessment items. Students will be deemed to have made an inadequate response in situations such as:

- Failing to meet at least 70% of the required word length / time requirement.
- Failing to address the task (e.g. intentionally writing off-topic).
- Completing a limited number of components of an assessment task.
- Improvising a speech that should have been scripted.
- Attempting a very limited number of questions on an exam paper.

Students who provide an inadequate response to an assessment item will be graded on the work they submit on the due date / in the exam. **Year 11 and 12** students may also commence or progress to the next stage of the cancellation of enrolment process.

Examination Procedures

Exams are conducted for students to demonstrate their ability under supervised conditions in a set timeframe. To promote academic integrity and prevent misconduct (cheating), the following conditions must be observed during the administration of exams delivered in class or during designated exam blocks:

- Where possible, set up the room prior to the exam ensuring that desks are separated and exam papers placed on each desk.
- Teachers will clearly establish a list of items permitted in the exam room and inform students of these items prior to the exam. Teachers will check that only permitted items enter the exam room. **Mobile phones must be left in bags outside of the room or collected by the supervising teacher if there are security concerns.**
- Reinforce exam conditions, i.e. no talking, borrowing equipment, raising hands in order to ask questions, etc.
- Allocate each student a seat e.g. alphabetically, boy/girl to ensure students do not sit where they normally would be in a lesson.
- Perusal Time: all exams should incorporate perusal time. You may choose to go through the exam with the class or alternatively give the time to do this independently. No writing is to occur during this time.
- Clearly mark start and finishing times on board.
- Teachers should engage in active supervision, i.e. moving around the room while test is in progress.
- Give students verbal warning of time left.
- **If students finish early they must remain in the exam room.**
- Collect exams at the end of the period. Students are not to talk until all papers are collected.

Year 11 Mock Exams/Year 12 Block Exams

Year 12 students will have internal exam blocks in Term 1, 2 and 3. The block schedule will be provided by the Deputy Principal Senior Secondary at least 2 weeks prior to the designated exam block period. Year 12 will have an external exam block in Term 4. The QCCA will publish an external exam schedule for all general subjects.

Year 11 students studying General subjects must complete mock external assessments on the date published by the school. The Year 11 Mock Exam Block will be conducted in Term 4 and a schedule of exams will be provided by the Deputy Principal Senior Secondary at least 2 weeks prior to the designated Mock Exam Block period.

Cheating in exams

Students found to be cheating or suspected of cheating in an exam (e.g. in possession of banned items such as notes / electronic devices or communicating with other students) will have the part of the exam already completed collected and they will continue on with the remainder of the exam.

After the completion of the exam, the teacher will consult their subject area Head of Department to make a decision regarding the results for the exam. This may involve:

- Parts of the exam in question being disregarded while grading the exam.
- The student completing an alternative exam at the soonest possible opportunity.

Incidents of cheating will be recorded on OneSchool as a behaviour incident and the student will have their parents / carers contacted by the teacher by phone. This contact will be recorded on OneSchool.

Absence from exams / performances / presentations

Students must attend all exams, performances and presentations at the scheduled time. Students who are absent on the day of an exam, performance or presentation must ensure that their absence is acceptable and the required documentation is provided to the teacher.

In the case of exams, due to exam security and equity issues, students must make arrangements to sit an alternative exam provided reasonable grounds for missing the original set exam have been established.

Acceptable Reasons for Absence	Evidence Required	Action Required
Illness	Medical certificate for the assessment date	<ul style="list-style-type: none"> Parent / carer contacts the school on the date of exam to advise of illness A medical certificate must be provided upon the student's return to school to the relevant subject area Head of Department. The student negotiates a time to catch up on the assessment.
Undergoing medical procedure	Medical certificate for the assessment date	<ul style="list-style-type: none"> Student completes an Application for Variation to Assessment Date and negotiates alternative exam time with teacher/ HOD <i>at least one week</i> prior to exam date.
Funeral or bereavement	Contact from parent / carer prior to assessment date	<ul style="list-style-type: none"> Student completes an Application for Variation to Assessment Date and negotiates alternative exam time with teacher/ HOD prior to exam date.
Selection in regional / state / national team	Written evidence of selection	<ul style="list-style-type: none"> Student completes an Application for Variation to Assessment Date and negotiates alternative exam time with teacher/ HOD <i>at least one week</i> prior to exam date.
Excursion	Nil	<ul style="list-style-type: none"> Student completes an Application for Variation to Assessment Date and negotiates alternative exam time with teacher/ HOD <i>at least one week</i> prior to exam date.
School-based apprenticeship or traineeship / TAFE	Nil	<ul style="list-style-type: none"> Student completes an Application for Variation to Assessment Date and negotiates alternative exam time with teacher/ HOD <i>at least one week</i> prior to exam date.

Consequences for unacceptable non-attendance at exams / performances / presentations

Reasons that are considered **unacceptable** for missing an exam / performance / presentation include:

- Family holiday
- Truancy
- Non-urgent appointments e.g. dental check-ups, sitting a Drivers Licence test
- "Forgetting" or misreading the assessment block schedule.

If **Year 11 or 12** students are absent from an exam for an **unacceptable reason**, this will be considered a refusal to participate in the program of instruction. This may result in them commencing or progressing to the next stage of the cancellation of enrolment process. Students will be required to complete the exam at the next available lesson. Where possible, an alternative exam paper will be provided. However, if this is not possible, the result may be disregarded if it is an atypical result (e.g. significantly higher than usual – potentially the result of being told the exam questions from other students).

Non-submission of assessment and/or failure to sit an Examination

In the case of non-submission of assessment, QCAA policy states:

"For Applied subjects, an E cannot be awarded when there is no evidence for that standard."

"For General subjects, a mark of zero for the internal assessment instrument cannot be allocated if there is no evidence."

"In all cases, the only result that can be awarded is Not-Rated (NR)." (QCAA QCE and QCIA policy and procedures handbook 2019 v1.0, October 2018 pg. 94)

Academic Misconduct

The QCAA outlines the broad range of behaviours that constitute academic misconduct on page 75 & 76 of the *QCE and QCIA policy and procedures handbook 2019 v1.0* (October 2018).

To prove authenticity, students must:

- Draft assessments and keep copies of their drafts (e.g. saving drafts as "Version 1", "Version 2" etc.)
- Reference other sources used.
- Provide a bibliography/reference list.

Consequences for plagiarism

Students cannot be graded on work that is not their own. Where plagiarism is suspected:

- Students will be required to provide documentation of the drafting progress (e.g. planning, research notes, drafts).
- Teachers will conduct an internet search of key phrases.
- Teachers will compare the students' work to the work of past and present students.
- Teachers may interview the student after the submission of a task to explore further, clarify or determine comprehension of the work submitted.

Where a student is found to have plagiarised significant portions of the task, only the elements of task that are their own original work will be graded. Where a student is found to have plagiarised the entire task, it will be treated as a non-submission. In both situations, the plagiarism will be recorded on OneSchool as a behaviour incident and the student will have their parents / carers contacted by the teacher by phone. This contact will be recorded on OneSchool.

Access arrangements and reasonable adjustments / Special provisions

Year 7-10

The Department of Education states, *"All students are entitled to demonstrate their knowledge, understanding and skills in response to assessments.....**Special provisions** in the conditions of assessments reflect differentiation , or adjustments, made to curriculum delivery.....Any student who has a specific educational need may be considered for special provision..."* (Department of Education Assessment and moderation in Prep to Year 10, May 2018 pg.3)

Year 11-12

QCAA policy states, *".....recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students."* (QCAA QCE and QCIA policy and procedures handbook 2019 v1.0, October 2018 pg. 57)

QCAA outlines eligibility and possible reasonable adjustments page 57-73 of the *QCE and QCIA policy and procedures handbook 2019 v1.0* (October 2018). Teachers must consult with the relevant Head of Department and the Deputy Principal Senior Secondary to determine if reasonable adjustments are required.

Exemptions

In rare situations, students may be exempted from completing an assessment task. An exemption may be appropriate where a student has missed an assessment instrument due to serious illness or because of some other legitimate absence, and completing the assessment would place an unreasonable burden on the student. Exemption is not an option where reasonable adjustment is appropriate i.e. removing barriers to a student's access to learning and assessment opportunities.

An exemption can only be allowed when there is sufficient alternative evidence on which to make a judgment about an exit level of achievement without the student having to complete a particular assessment instrument.

An exemption is inappropriate if it results in insufficient evidence being available to make a judgment about the student's exit level of achievement, or the student being unable to meet the mandatory requirements stated in a syllabus.

Exemptions can only be granted by a Deputy Principal in consultation with the class teacher and subject area Head of Department.

Moderation

Moderation is the process of using standards, evidence and teacher agreement to achieve consistency of teacher judgment. Teachers of all year levels supported by subject area Heads of Department meet regularly to ensure accuracy and comparability of judgements.

Appendix A- Assessment Policy Flowchart of Responsibilities

All teaching staff develop a working knowledge of the Assessment Policy and refer to it throughout the year.

Teachers prepare Course Outlines listing draft and final submission due dates and provide to students by the end of the first week of the Term (Yr7-9)/Semester (Yr 10-12). **Subject area Heads of Department** check Course Outlines comply with assessment policy. **Teachers** enter assessment dates into OneSchool through the "Curriculum and Assessment" tab by the end of the first week of the Term/Semester

Junior School & Senior School Heads of Department collate dates from OneSchool and provide to Year Coordinators/subject area Heads of Departments/Senior Submissions Officer.

Teachers collect **drafts** from students, mark and keep a copy. Students who do not submit will have parents contacted. Teacher records contact on OneSchool and refers to subject area Head of Department.

Year 7-9: Teachers collect **final assignments** and make record of submissions.

Year 10-12: Senior Submissions Officer collects and receipts all **final assignments** using IDAttend and stores for teacher collection. Subject area Head of Department and Senior Schooling Head of Department access IDAttend records to monitor non-submission.

APPROPRIATE SUBMISSION

Teacher marks final submission.

Subject area Head of Department facilitates moderation process.

Teacher reviews assessment with students, profiles results and stores work in student folio.

NON-SUBMISSION

Teacher makes phone contact within 24 hours to advise parent/guardian of non-submission and discuss concerns. Teacher records contact on One School and refers to subject area Head of Department.

Subject area Head of Department follows up with student and advises that they have 3 days to submit.

Year 10-12 late submissions must be made through the through the Senior Submissions desk. Senior Submissions Officer advises teacher, subject area Head of Department and Senior Schooling Head of Department via email.

Senior Schooling Head of Department monitors non-submissions (Yr11-12) for referral to Deputy Principal Senior School

Application for Extension, Variation to Assessment Date or Special Provisions/Reasonable Adjustments

Section 1: Student to Complete

Name: _____ Year level: _____

Subject: _____

Teacher: _____

Task: _____ Due date: ___ / ___ / ___

Requesting: Extension Variation to exam date Special provisions/Access Arrangements/ Reasonable Adjustments

Reason: _____

Documentation: Medical certificate (attached) Other: _____

Do you have evidence of work done so far on this assessment item? Yes No

Please attach your draft or be prepared to show the Head of Department your work on your student drive.

Student signature: _____

*All applications are to be handed in to the subject area **Head of Department***

Section 2: Subject Area Head of Department

Check with class teacher re. student work ethic (attendance, effort in class, drafts etc.)

Check evidence of work done on assessment item at this point in time.

Extension approved Draft due: ___ / ___ / ___ Final due: ___ / ___ / ___

Variation to exam date approved

Revised exam date: ___ / ___ / ___ Time: _____ Location: _____

Special provisions/Reasonable Adjustments approved:

Exemption approved

Application not approved – Reason/s: _____

Head of Department signature: _____ Date: ___ / ___ / ___

Copy to: Student Class teacher Senior Submissions Officer (Yr10-12 only)