



Mount Gravatt State High School

2019 Assessment Policy (Applying for Special Provisions)

Managing Absences due to Illness and Emergent Family Circumstances and Applying for Special Provisions (*Principal Reported AARA*)

This section applies to students in all year levels. The items in *italics* only applies to students completing Year 11 & 12 Units 3 - 4.

- The Principal is the school's chief moderator of curriculum and assessment and is guided by Education Queensland and the QCAA's *QCE & QCIA Policy and Procedures Handbook* processes for credit of student work.
- Assessment and Course Planners will be published on a term/semester basis providing due dates for submission of draft and final submission of assessment items, exams and in class assessment.
- Students are guided, reminded, monitored and expected to organise their study and assessment calendar accordingly to ensure they are equipped to manage their assessment obligations. Students are expected to develop responsibility and accountability for meeting all due dates for draft and final submissions.
- Students are required to observe Assessment Task Sheet instructions and procedures to submit their assessment items in hard copy or electronic format no later than the lesson/time on the due date.
- Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for an Application for Special Provisions.
- Students whose ability to attend or participate in an assessment is adversely affected by illness or an emergent family circumstances **may** be eligible for special provisions. The following principles apply.
 - The illness or circumstance is unforeseen and beyond the student's control.
 - An adverse effect must be demonstrated.
 - The situation cannot be of the student's own choosing or that of their parents/carers, such as family holidays, driving tests, meeting relatives at the airport, birthdays, etc.
 - The school implements special provisions (*principal-reported AARA*).
 - *Where it is not possible for a student to complete an assessment item due to Illness and Misadventure, then the QCAA's Illness and Misadventure policy would apply and application would be made managed by a Deputy Principal or Guidance Officer.*
 - *An illness and misadventure application cannot be made for the same condition or circumstances for which QCAA-approved AARA have been approved, unless it can be demonstrated that a significant deterioration or complication of the condition occurred that diminished the student's performance in external assessment.*

1. Managing an Absence on the day an Assessment is Due or an Exam is Scheduled

Absences relating to illness and emergent family circumstances are the only basis for this policy. Absences due to other matters will result in the assessment item being treated as a Non-Submission. See Section 2.

- Where a student is absent the day an assessment item is due.

- The student should submit the assignment electronically to the Teacher and Deputy Principal or parent/relative delivery to the office by 8:30am (See Example A below). In such cases, an Application for Special Provisions is not required.
- If illness or emergent family circumstances prevent the assignment being submitted by 8:30am an Application for Special Provisions will be required. A justifiable and valid reason for not submitting by 8:30am will need to be evident.
- If the absence on the day the assessment is due has been preceded by a number of consecutive absences due to illness or emergent family circumstances (See Example B below), then an Application for Special Provisions is required.
- If a student is absent the day an exam is scheduled (see Example C below) due to illness or emergent family circumstances, an Application for Special Provisions will be required. *The student will sit an alternative comparable assessment that has not previously been administered to students in the subject cohort on a date determined by the school.*
- An **Application for Special Provisions** is to be made via the school website (download the form and email to provisions@mtgravattshs.eq.edu.au with a medical certificate attached, if applicable).
 - In the case of **illness**:
 - Senior Students (Years 10 to 12) - a **medical certificate from a GP or Specialist** is required to be included; or
 - Junior Students (Years 7 to 9) - parents are to provide details explaining the illness on the Application for Special Provisions form.
 - In the case of **emergent family circumstances** such as serious and sudden family disruption or event information, details explaining the event is to be included on the Application for Special Provisions form.
 - The application will be **processed** by a Deputy Principal.
 - More information may be requested, consultation with the Teacher and/or Head of Department may be required.
 - The duration of the certified medical condition and impact on the student's capacity and ability to complete and submit an assessment item will be considered in context of attendance up to and including the day of absence.
 - A response will be sent via email to the student, parent, teacher and Head of Department within 48 hours. The office staff will record this in OneSchool as a contact.
 - The response will indicate whether the application has been **approved or not approved**. The response will also include instructions for the submission of the task or completion of the exam. Students need to be prepared to submit the task/complete the exam on their first day back at school unless the response from the Deputy Principal indicates otherwise.
 - *A Principal Reported AARA will need to be submitted to the QCAA for students completing Year 12 Units 3 & 4.*
- An Application for Special Provisions is **not** required for draft work. If this occurs, please submit the draft on time electronically or discuss with your teacher **prior** to the absence.

2. **Non-Submission of written/spoken assessment/exams (where a student has not applied, or has not been approved, for Special Provisions)**

- It is essential students make progress towards the completion of an assessment item. Teachers may only make judgements in relation to student achievement on an assessment item where there is sufficient evidence of student work by the due date/lesson to award a result.

- Not submitting means the student provides no evidence to support a result for the assessment item by the due date/lesson. A result will be recorded as a Non-Submission on the student's assessment profile unless,
 - For assignment work, in the absence of a final submission,
 - teachers will use draft work previously submitted to award a result.
 - in the absence of draft work, work completed by the student and evidenced by the teacher will be used to make a teacher judgement to award a result.
 - In the case of oral or media presentations preparatory student work, including draft work submitted, and evidenced by the teacher will be used to make a teacher judgement to award a result.
- Where an Application for Special Provisions has not been sought or approved for Exams/in-class tasks/reports/practical work, the student will be required to complete the task at the direction of the Head of Department or Deputy Principal for the purposes of providing the student feedback on progress. The assessment item will still be considered as a Non-Submission.
- *A Non-Submission by a student completing Year 11 & 12 Units 1 – 4 will result in the student being referred to the Deputy Principal (Senior School) and may result in the student being withdrawn from the subject. Where there is no evidence of a response to a summative internal assessment on or before the due date a subject result cannot be allocated. This may place the student at-risk of not receiving the QCE or ATAR. **In order to receive an overall subject result**, a student must complete Units 3 and 4 together, providing responses to each of the summative internal assessments and the external assessment for the subject*

3. Late Submission of written/spoken assessment/exams where a student has not applied and been approved for Special Provisions

- A late submission is one that is submitted after the due date/lesson provided on the assessment calendar. For late submissions to be marked and rated by teachers an Application for Special Provisions must be submitted and approved as per Section 1.
- Students submitting assessment late or sitting an exam late, where Application for Special Provisions has not been submitted and approved, will be treated as a Non-Submission as per Section 2.

4. Applications for Extensions where a student is Present on the day an Assessment is Due or an Exam is Scheduled

- The application for Extension must be sought prior to the due date using an Application for Special Provisions form. Applications made on the due date will not be considered.
- The Deputy Principal will consult with the Guidance Officers and/or Head of Department in considering the application for extension.

5. Managing a Part Day Absence on the day an Assessment is Due or an Exam is Scheduled

- Students arriving **late to school** before or after the lesson in which the assessment was due or the exam scheduled will be referred to a Deputy Principal by Student Services. The Deputy Principal will inform the teacher and Head of Department. The student will submit the assignment to the Head of Department and/or complete the presentation, exam or practical exercise at the direction of the Head of Department.
 - An Application for Special Provisions, following the procedures and conditions set out in Section 1 will be required.

- Students will receive credit for the assessment item where the Application for Special Provisions is approved.
- Where the Application for Special Provisions is not approved, the assessment will be treated as a Non-Submission as per Section 2
- Students **departing school early**, for any reason including illness, after arriving to school on time and where the assessment item is due later in the day,
 - must submit the completed assessment item or other evidence such as notes or drafts and/or make alternative arrangements for completing oral presentations, exams or practical exercise with the Head of Department
 - An Application for Special Provisions is NOT required if the assessment item was submitted.

6. Working Examples

EXAMPLE A: Dylan has very good attendance and is in class for most, if not all of the time from when his General Mathematics assignment was handed out. He is absent on the due date and his parent/guardian submits an application for Special Provisions with a medical certificate attached that states Dylan had a medical condition only on the due date of the assignment. He attends school the next day with his General Mathematics assignment. Dylan is not granted Special Provisions as he did not have an illness preventing him from progressing his assignment or handing in his assignment by email or hard copy delivered by other means. Also Dylan will have evidence of this work prior to the due date which a teacher can use to arrive at a judgement to award a rating or mark.

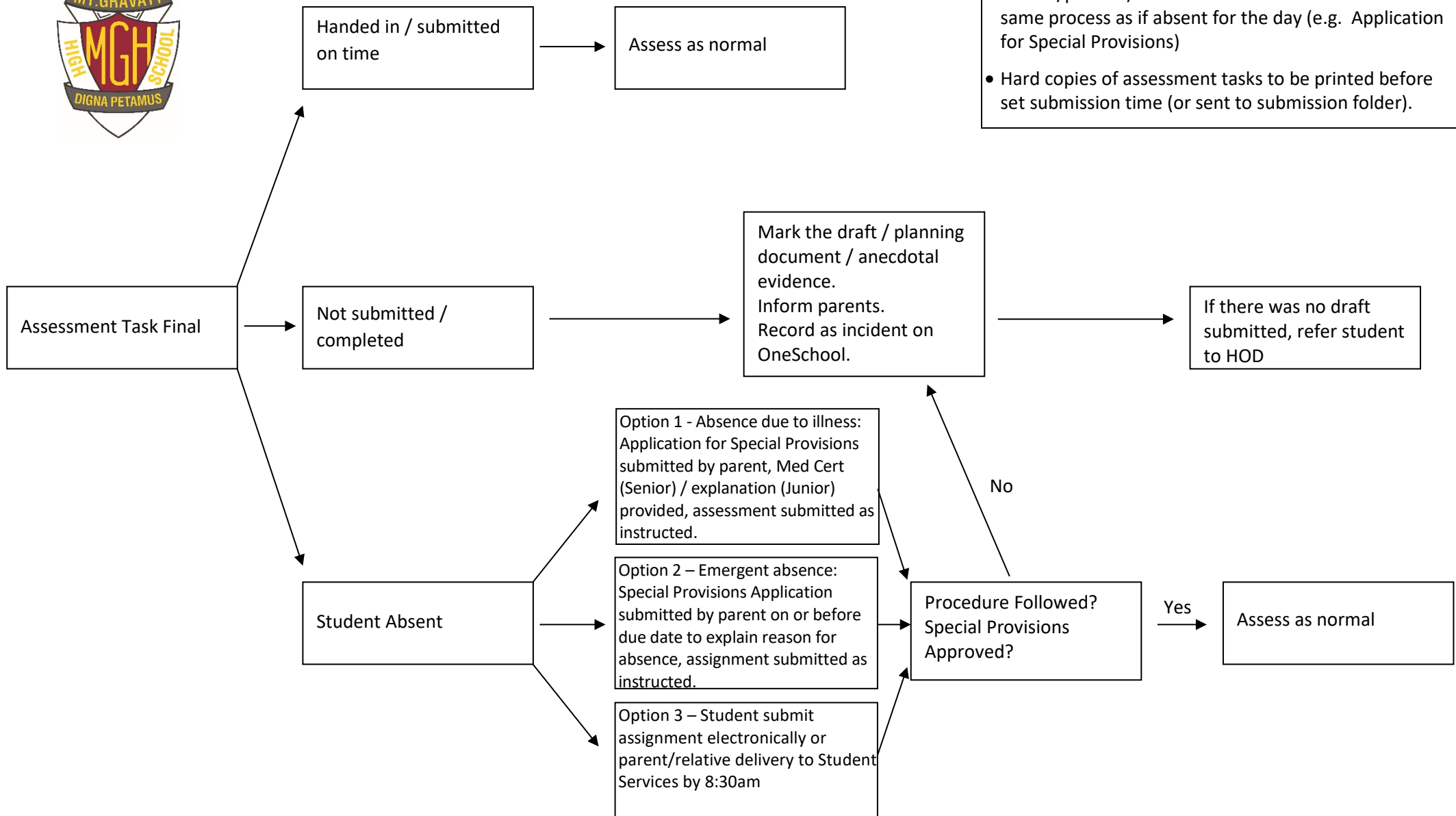
EXAMPLE B: Esme has very good attendance but is ill and absent from school for 4 days prior to the submission of her General Mathematics assignment and is absent on the due date. Her parent/guardian submits an application for Special Provisions with a medical certificate attached that states she was ill for all of those days. Her assignment has progressed prior to her illness but she was unable to complete it. Esme is granted Special Provision for a period determined by the Deputy Principal or Head of Department.

EXAMPLE C: Jimmy is absent from school on the day of his Modern History exam. Jimmy's parent/guardian will need to submit an application for Special Provisions with a medical certificate attached and, upon return to school, Jimmy will sit the exam at the direction of the Head of Department. *Jimmy will sit an alternative comparable assessment that has not previously been administered to students in the subject cohort on a date determined by the school.*

7. Originality and Authenticity

- Students are expected to submit work that is authentic and original. The intellectual property of others is required to be cited to the appropriate standard. These standards are explicitly taught and age appropriate. Students have available writing guides and tips to assist them design, organise and articulate original thought.
- Failing to cite intellectual property is regarded as plagiarism. The effect upon the student's work is to have the plagiarised material disregarded with only the original work remaining judged against marking guides for credit (if any) to be awarded.

Mount Gravatt High School - Assessment Policy Flowchart



- Notes:
- Applications for Extension must be made via an Application for Special Provisions prior to the due date.
 - Students arriving late on the day an assignment is due, presentation to be made or test is to be sat will submit/present/sit the test but will need to follow the same process as if absent for the day (e.g. Application for Special Provisions)
 - Hard copies of assessment tasks to be printed before set submission time (or sent to submission folder).