



## Mount Gravatt State High School

### ASSESSMENT POLICY (May 2017)

#### Supporting students

- The Principal is the school's chief moderator of curriculum and assessment and is guided by Education Queensland Roll Marking in State Schools Policy and QCAA policy for credit of student work. This policy should be read in conjunction with the Junior and Senior School Student Statement of Expectations.
- Subject Departments will publish their assessment calendars on a term/semester basis and students provided a course outline and calendar of associated 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.
- Assessment is by nature an essential part of learning. Student submissions of assessment work are expected to be original and authentic. Teachers teach, model, scaffold and provide feedback appropriate to the coursework and anticipated assessment tasks. Teacher assistance and feedback will not compromise this requirement.
- Students are required to observe instructions and procedures to submit their assessment items in hard copy or electronic format as directed by and no later than the lesson/time on the due date.
- School procedures provide for genuine circumstances that interrupt a student from keeping their assessment obligations.

#### Non Submission of written/spoken assessment/exams

- 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 to award a grade of A – E on the assessment item.
- Not submitting means the student provides no evidence to support an A-E grade for the assessment item. A Not Rated result will be entered on the student's course assessment profile unless,
  - For extended written items in the absence of a final submission, teachers who required or were provided a draft submission to provide feedback to the student prior to the due date OR in the absence of draft work, student preparation will be used as evidence to make a teacher judgement. This work contributes to credit A – E.
  - In the case of oral or media presentations preparatory student work is expected to be evident for a teacher judgement to occur. This work contributes to credit A – E.
  - Exams/in-class tasks/reports/practical work are required to be completed at the direction of the Head of Department or Deputy Principal
- This approach is consistent with QCAA policy for senior students and is also applied to junior students. In effect, no student who has been in attendance whole or in part prior to the due dates should receive no credit (Not Rated) for an assessment item.

### Late Submission of written/spoken assessment

- Students should seek Special Provision in advance. 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 graded by teachers they
  - must be supported by evidence of a medical certificate and
  - authorised by the Deputy Principal delegated by the Principal
- **Extension of Time** applications may only be granted due to a medical or emergent circumstance supported by a medical certificate by a GP or Specialist and
  - Must be sought through the Guidance Officer or Deputy Principal (in consultation with the Head of Department) prior to the due date

### Managing absence

- Parents and students should note the reasons in the Roll Marking in Schools policy that are NOT acceptable to a Principal as sufficient to authorise the absence.
- A medical certificate from a GP or Specialist is required for senior students (grades 10 to 12) and a letter from a parent in the case of junior students (grades 7 to 9)
  - to support application for Special Provision in cases of non-submission, late submission, not sitting an exam or not participating in or completing a practical exercise for assessment purposes
  - due to:
    - an illness
    - emergent circumstance such as serious and sudden family disruption or event (driving tests, meeting relatives at the airport, birthdays are not emergent circumstances)
  - 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
  - Medical certificates are NOT an excuse for non or late submission of an assessment item but necessary to support an application for Special Provision.

EXAMPLE A: Esme has very good attendance but is ill and absent from school for 4 days prior to the submission of her Maths A assignment. She is absent on the due date. Esme informs the school of her illness and returned to school the following day with a medical certificate 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 Head of Department.

EXAMPLE B: Dylan has very good attendance and is in class for most, if not all of the time from when his Maths A assignment was handed out. He is absent on the due date. He attends school the next day with his Maths A assignment and with a medical certificate that states he had a medical condition only on the due date of the assignment. Dylan is not granted Special Provision 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 an A-E grade.

EXAMPLE C: Jimmy is absent from school on the day of his History exam. Jimmy will need to provide a medical certificate upon return to school and sit the exam at the direction of the Head of Department. Jimmy may be required to sit an alternative exam paper to the one attempted by his class mates.

- In cases of part day absence by a student on the day an assignment, oral presentation or exam is due either:
  - Early departure after attending part of the day on which an assessment item is due later in the day
    - prior to an early departure for ANY reason including illness students must submit any completed item of assessment 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
    - a medical certificate is NOT required if the assessment item was submitted
  - Late arrivals to school before or after the lesson in which submissions or presentations were due
    - students must lodge the assignment with the Head of Department and/or complete the presentation, exam or practical exercise at the direction of the Head of Department
    - a medical certificate is required and subject to the same consideration of either a protracted illness or emergent circumstance

### **Original and Authentic**

- 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.