



# ASSESSMENT POLICY

(UPDATED TERM 4, 2016)

## 1. Introduction

It is mandatory at Runcorn State High School, that ALL students complete and submit ALL assessment items. Senior students must be aware, to gain credit for any semester unit, it is essential to complete all assessment items as established by the Queensland Curriculum and Assessment Authority (QCAA) and the relevant subject syllabus.

The school's assessment policy has been developed to achieve consistency, fairness and predictability so students know what will happen based on the **choices** they make. The policy is consistent with Queensland Studies Authority policies (policies can be found on the QCAA website):

QCAA, July 2015, *A-Z of Senior Moderation - Section 1.1*  
[http://www.qcaa.qld.edu.au/downloads/senior/snr\\_qa\\_mod\\_a-z.pdf](http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf)

## 2. Late or Non-Submission of Assessment

Students must ensure that they take the opportunity provided to submit drafts and conference with their teacher within the given timelines of the assessment item. **In the event of non-submission or late submission of an assessment item – the drafts or planning evidence will be used in awarding a level of achievement.** This is in accordance with the QCAA Policy on Late or Non-Submission in A-Z of Senior Moderation (July 2015 p2), which states *“In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.”*

If there is no evidence available to award a judgement, an assessment piece is recorded as a 'Non-Submit', and students risk being awarded an "N" result for the semester. Senior students also risk not being given credit for completing that semester in the subject. This may impact on their Exit Level of Achievement in the subject, and correspondingly their Overall Position (OP) and Queensland Certificate of Education (QCE) eligibility.

Details of coursework and assessment requirements within specific subject areas are provided in order to allow students to plan their study program and take responsibility for managing their study time and habits.

Students can access the assessment calendar on the school's website ([www.runcornshs.eq.edu.au](http://www.runcornshs.eq.edu.au)) or school intranet. The assessment calendar is released at the start of each semester and it lists due dates for all subject areas.

## 3. Academic Ethics

Students need to exhibit honesty and ethical behaviour in undertaking assessment requirements. **Assessment must be the student's own work.** Cheating and plagiarism are serious offences. A student shall not cheat, attempt to cheat, incite or assist another student to cheat in any assessment tasks.

**Cheating** is defined as any behaviour that a student seeks to unfairly gain an advantage in assessment tasks (e.g. bringing unauthorised material into an exam; communicating with others during the exam whether by speaking or other means; reading another student's work during the exam; or having assignments done by someone else).

Consequences for cheating include: Awarded a Non-Submit (NS) for the assessment item, undertaking new assessment (conditions and setting at school's discretion), or the grade awarded for original component only.

**Plagiarism** is the action of using or copying someone else's idea or work and pretending that you thought of it or created it. (Collins COBUILD English Language Dictionary 1987). For example,

- copying the whole or part of another person's work; paraphrasing another's work and making only minor changes;
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
- producing work in conjunction with other people (students, tutor, parents) when it is purported to be the student's own independent research; or
- reproducing another person's work without appropriate acknowledgement.

Students caught plagiarising will be given credit only on their own work and may be required to re-do the assessment piece (conditions and setting at school's discretion).

All students are reminded that information gained by references must be acknowledged throughout and at the conclusion of the assignment in a properly formatted bibliography.

#### 4. Extenuating Circumstances and Extensions

- Extensions may be granted in special circumstances. Extenuating circumstances are medical or other legitimate circumstances which can be authenticated (eg. bereavement, compassionate or exceptional grounds). Proper medical certification in the form of a medical certificate seeking an extension of time, or consideration of disadvantage prior to a due date, will be considered in assessing a particular piece of assessment.
- **ONLY the Head of Department can grant extensions.** Students will be required to show evidence of progress in assessment items when requesting an extension, as well as providing a medical certificate and/or parental note by way of explanation.
- The Application for Extension form can be found on **the school intranet** and needs to be completed **before** applying to the Head of Department for an extension.
- In all cases it is important that students, parents or caregivers contact the school **prior to the due date (if possible)** to discuss any problems.
- The school may be able to reschedule assessment to allow students to meet family commitments, including travel. This will only be at the Principal's discretion.
- If students are not at school on the due date it will be because of illness or special circumstances. In this situation they must try to send their work to school with a family member or friend, or email. If this is not possible they must:
  - Contact the school on the due date to explain the absence.
  - Submit the assessment to the Head of Department immediately upon return to school.
  - Provide a medical certificate or other evidence explaining and substantiating the absence upon return to the school.
  - Alternatively, the assignment can be emailed to the school office **ON THE DUE DATE**. The school email address is: *the.office@runcornshs.eq.edu.au* . Ensure the email clearly states the student's name and the teacher's name the assessment is to go. The email will receive a **reply receipt** acknowledging that it has been received. Please keep this as a record of evidence of submission.

#### 5. Special Provisions

"Special provisions" means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances. (QCAA Policy on Special Provisions in A-Z of Senior Moderation (July 2015 p4)).

Special provisions may be particularly relevant for students with specific educational needs. Students with specific educational needs include but are not limited to:

- students with disabilities that have a physiological basis
- students with educational needs arising primarily from socioeconomic, cultural and/or linguistic factors where there may be some form of educational disadvantage
- students whose difficulties in accessing learning do not appear to be directly or primarily attributable to educational disadvantage arising from impairment, or to socioeconomic, cultural and/or linguistic factors or psychological needs (e.g. students who have short-term impairments such as glandular fever, fractured limbs, etc.)
- students with identifiably different patterns of educational development and orientation (e.g. giftedness)

This is in addition to the Assessment Policy that requires students to notify the school in the event of late/incomplete assignments or absences from exams.

- **If Learning in a subject is affected**, students and/or parents/guardians need to contact the class teacher to negotiate alternative ways of teaching and learning.
- **If Assessment in one or more subject(s) is affected**, students and/or parents/guardians need to contact the Guidance Officer to arrange an interview and formally apply for Special Provision. The Guidance Officer will co-ordinate this process.
- Pertinent information will be passed onto the relevant Head of Department and the class teacher, who will consider the student's assessment folio.
- **Special provision does not exempt the students from completing or submitting assessment item.** Also Special provision, no matter how severe, will not improve a student's level of achievement beyond that consistently demonstrated on their subject profile.
- In chronic cases, Year 12 students are able to apply for special consideration through QTAC (Queensland Tertiary Admission Centre) if they intend to apply for tertiary courses. The Guidance Officer can assist these students with this process.
- Under exceptional circumstances and/or short notice, senior students may seek special provision from the Principal directly.

## 6. Reporting

Each Semester, parents will receive two reports on their student's progress.

The first report headed "Interim Report" will consist of data collected from classroom teachers by students and will be via the mail at the end of Terms 1 and 3. The purpose of this report is to provide parents with information about student progress prior to their having to select units for the next Semester. In the subject advice report, classroom teachers will make recommendations about the further units of study that a student should take in their subject.

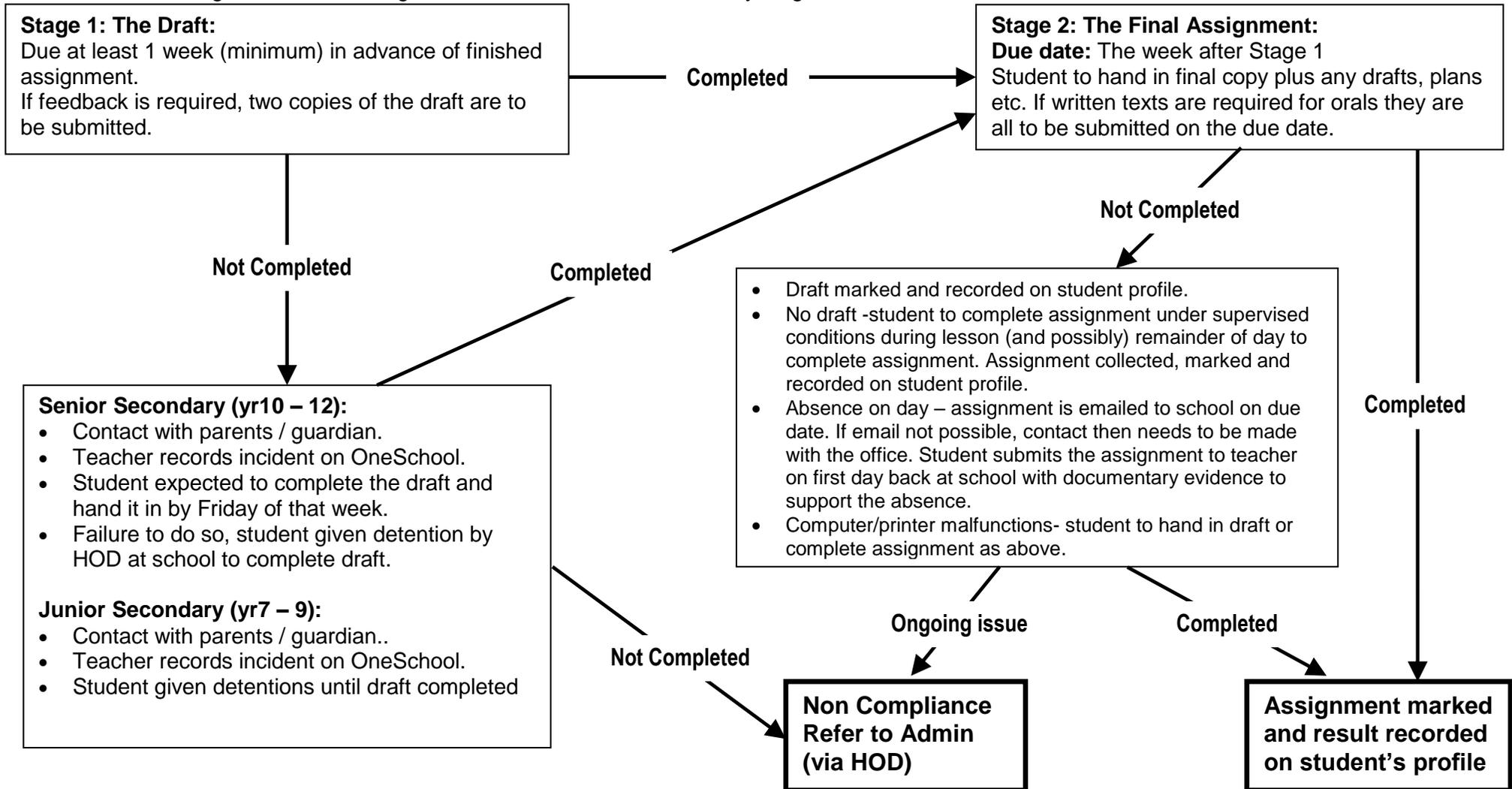
In addition to the "Interim Report" there will be a PARENT - TEACHER - STUDENT night in the middle of both semesters where parents and students have the opportunity to book appointments on-line (using parent-teacher online software) with classroom teachers to discuss progress.

The second report will be received after all the assessment for each Semester is completed. This formal report will consist of a grade A to E and written comments for each unit studied.

**7. Assignments**

An assignment is an extended piece of work requiring both in-school and out-of-school time for completion. **This includes written, practical and oral presentations of any type. Group work** (project / presentation) must be completed on the assessment due date regardless of the absence of a group member, to demonstrate all other students have completed the work. If the absent student has been granted an extension, the group may present again when the student returns.

At Runcorn State High School, the assignment will consist of two mandatory stages.



**8. Examinations**

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place. Students will be notified well in advance about the dates, time and type of test, whether they are formative or summative.

