



# ASSESSMENT POLICY

## SENIOR SCHOOLING GUIDELINES

This document has been prepared for students and staff at Discovery Christian College to assist them in meeting the requirements of the Queensland Curriculum and Assessment Authority (QCAA) Policies and Procedures relating to the Late Submission and Non-submission.

Students are to complete the minimum mandatory assessment of any subject in order to complete course requirements and be awarded an Exit Level of Achievement. At Discovery Christian College, all subjects assess the minimum mandatory requirements. Consequently, **if a student does not hand in an assignment on the due date, or does not come to school on the day of an exam, it is possible that that student may not receive credit for that subject for that semester, since the minimum mandatory requirements for the subject will not have been met.**

Please note that in all circumstances, the Senior Schooling Co-ordinator will seek information and advice from subject teachers.

### ASSIGNMENTS

Task sheets will be given out in classes and requires a student signature to confirm they have received a copy. The specific requirements of all assignment tasks will be outlined for students on a task sheet, which also details the criteria by which the task will be assessed. If the task sheet is lost, it is the responsibility of the student to see the teacher and obtain another copy. All assignment drafts must be submitted by the draft due date and teacher feedback will be provided.

**It is the student's responsibility to keep a backup copy of all assignments.** Since many students' work is sent to district panels, it is the responsibility of every student to ensure that task sheets are kept clean and not folded or decorated. Due dates must be strictly adhered to and assignments must be handed in to the class teacher at class on the due date or as required on the task sheet. If circumstances beyond your control prevent you from submitting the assignment on the due date, then the following procedures apply.

#### **Anticipated absences:**

- 1) Requests for an extension of time must be **submitted 48 hours prior to the due date**. Forms are available from the Office. An example can be found at the back of this booklet.
- 2) The Form must be completed by the student, parent/guardian and subject teacher. It is the student's responsibility to obtain the relevant statements and signatures.
- 3) The request will be granted by the YLC, if, in his / her opinion, sufficient reason exists.

#### **Unanticipated absences:**

##### **1) Absence due to illness on due date:**

Email the teacher on the day with the relevant information and contact the school to communicate that an email was sent to the teacher.

**PLEASE NOTE – For Year 11 and 12 Students, a Medical Certificate is also required. This is a QCAA directive for all senior students.**

## **2) Extended absence due to illness:**

The parent or guardian should notify the school as soon as possible and produce a Medical Certificate. The YLC or the Curriculum Coordinator will negotiate a suitable alternative assessment plan with the student and/or parent.

## **3) Absence due to special circumstances (eg. Bereavement):**

The parent or guardian should contact the YLC or the Curriculum Coordinator as soon as possible, to explain the circumstances. A suitable alternative assessment plan will be negotiated with the student and/or parent.

### **Remaining situations:**

The draft assignment work is to be submitted on the due date and this work will be marked against the criteria, and recorded on the student profile.

## **ASSIGNMENT EXTENSIONS**

The classroom teacher and YLC may authorise assignment extensions.

Assignment extensions must be submitted on the appropriate form to the teacher and the YLC, 48 hours before the due date, after the student, parent and teacher sections have been completed. These forms are available from the Secondary Office and also Mrs Forsyth.

Extensions will be granted where a legitimate reason exists, such as absences due to illness up to and including the due date, provided a medical certificate, or other appropriate documented evidence is obtained, and an Assignment Extension Application Form is completed.

## **LATE SUBMISSION OF ASSIGNMENTS**

Students are required to submit assignments to the class teacher on or before the due date and time. Students who do not submit an assignment at this time will be asked to provide the teacher with all work undertaken for the assignment to date (eg draft, notes, etc) and the teacher will mark this according to the task criteria.

## **PROCEDURE TO FOLLOW**

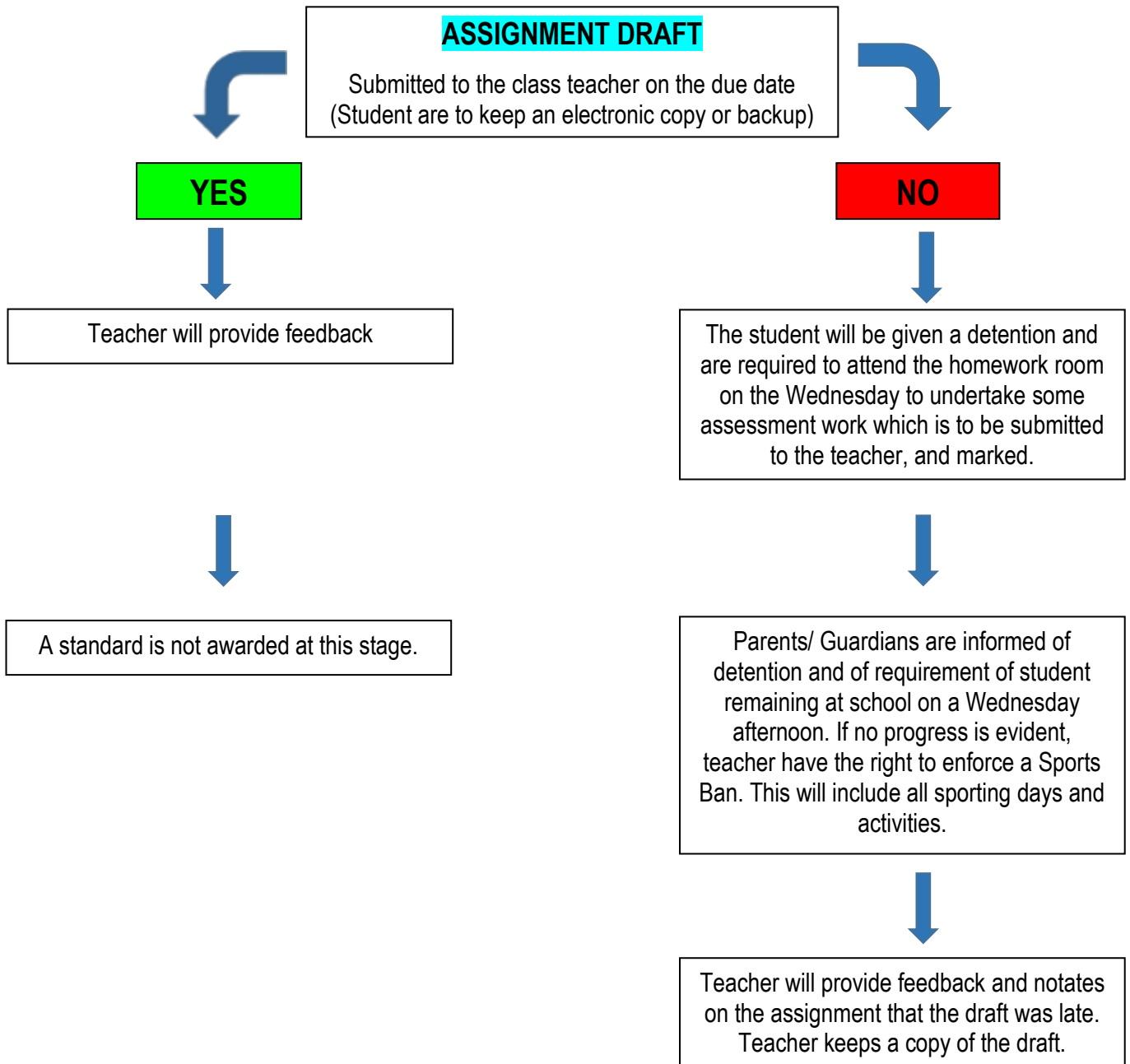
- 1. If assessment task is submitted on time – mark task against criteria and award result.**
- 2. If assessment task is not submitted on time – student to have a detention, followed by a phone call home, student to arrange timeframe with subject teacher, student to attend Wednesday afternoon homework club to complete assessment. Any draft can be viewed as assessment evidence.**
- 3. If no task is submitted within the arranged timeframe – Sports Ban and Community Service are to apply.**

***The flowchart on the following page further explains the guidelines above.***

# FLOWCHART FOR ASSIGNMENTS

## ASSIGNMENT

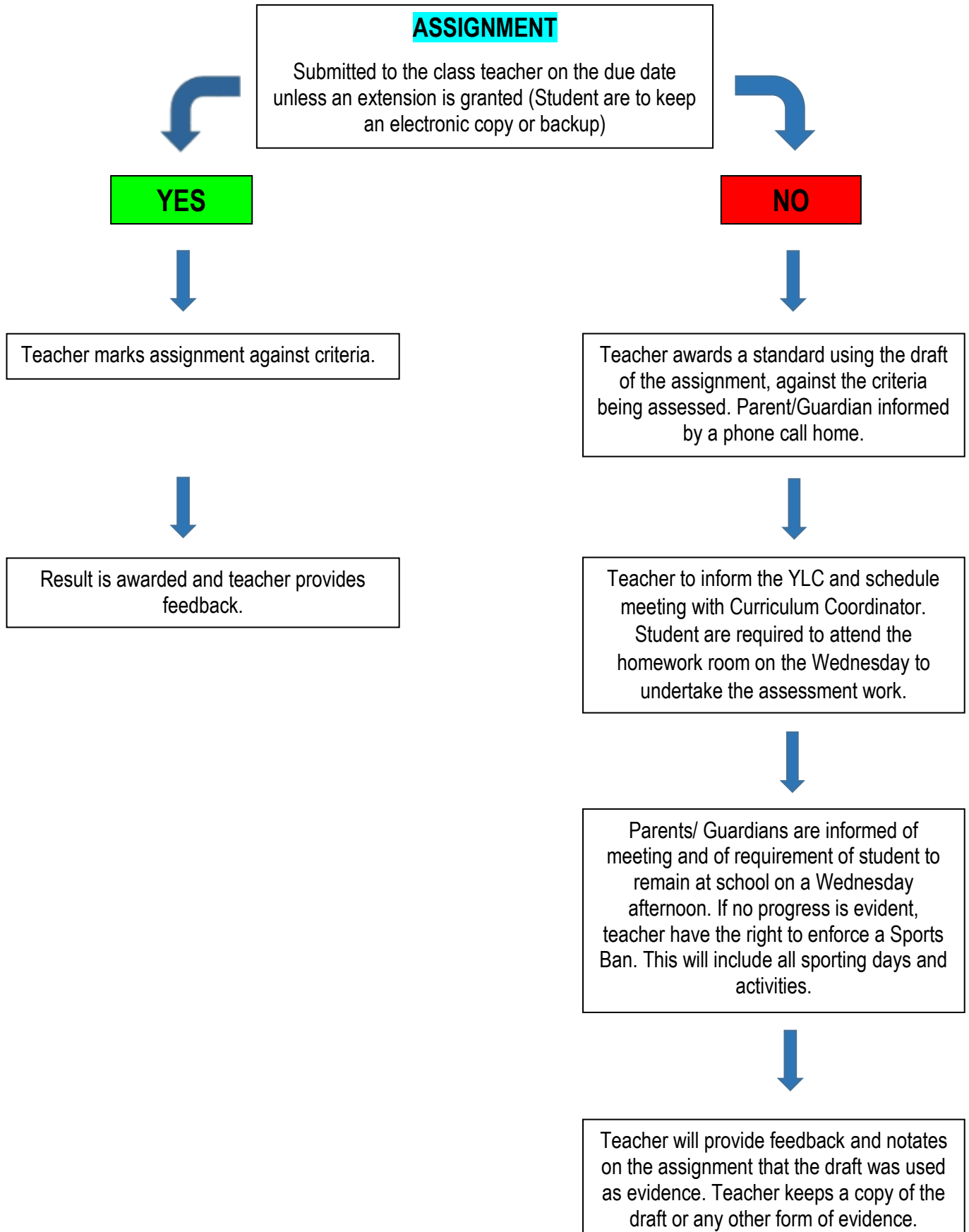
(May be a component of written, practical work, oral presentation etc.)



# FLOWCHART FOR ASSIGNMENTS

## ASSIGNMENT

(May be a component of written, practical work, oral presentation etc.)



## EXAMS

### General Procedure

The College should be notified if a student will be absent for an exam, on the morning of that exam. The student will be required to complete the exam on his/her first day back at school, provided the absence can be explained by a medical certificate. For Year 11 and 12 students, a Medical Certificate is mandatory, a copy of which must be handed in to the College Office on the first day of return to school.

### Exceptional Circumstances

**1) Repeated absences for scheduled exams:**

Students will be required to explain their reasons to the YLC and the Curriculum Coordinator.

**2) Extended Absence:**

Parents / guardians will be asked to provide a medical certificate or speak personally with the Curriculum Coordinator or the Principal to discuss the circumstances and negotiate a suitable arrangement.

**3) Absence due to special circumstances (eg. Bereavement)**

The parent / guardian is to contact the YLC or the Curriculum Coordinator as soon as possible, to explain the circumstances and negotiate an arrangement.

## ADDITIONAL INFORMATION

For any assessment item where cheating has occurred, no result will be awarded and a parent/guardian will be notified by a member of the College Management Team. If plagiarism has been discovered in assessment work, only non-plagiarised sections will be marked, and parents/guardians will be contacted.

Late submission of an assignment for which an extension has not been negotiated may be marked, but may not be credited towards the student's Level of Achievement for that subject, unless in the opinion of the Curriculum Coordinator, there are extenuating circumstances.

***The flowchart on the following page further explains the guidelines above.***

# FLOWCHART FOR EXAMS

Exam / Performance / Supervised Assessment

**Student Absent on the day of the Exam**

Teacher to check absentee list for absence with justification using SEQTA (ie. Parent has contacted the school)

**Absence with justification**

**Absence without justification**

Student completed exam upon returning – the student is to arrange a suitable time with the teacher.

Parents/ Guardians are contacted via phone. An email is also sent to the parents on the day.

Result recorded on student profile and taken into consideration when arriving at overall Level of Achievement.

Student completes exam upon returning – the student is to arrange a suitable time with the teacher.

## **IMPORTANT**

The subject teacher marks the exam and the result is recorded on the student profile. The result is not 'late'. This result may or may not be taken into consideration when arriving at overall Level of Achievement, depending on if there is a significant difference in the results when compared with other profile results, or there is a pattern of lateness.



## **INTRODUCTION**

This policy defines the responsibilities and principles for managing the late submission and non – submission of student responses to assessment instruments in Authority and Authority-registered subjects. It does not apply to situations where students' reasons for late submission or non-submission relate to specific educational needs. In such cases, schools should refer to policy 1.2: Special provisions for school-based assessments in Authority and Authority-registered subjects. In Queensland's system of externally moderated school-based assessment, schools need to have policies and practices that encourage the participation and engagement of students in their assessment programs. In all cases, schools are responsible for developing and managing these policies and practices.

To ensure the integrity of the levels of achievement reported for senior certification, students must meet the mandatory requirements of a syllabus for Authority and Authority-registered subjects. The mandatory requirements are stated in all syllabuses.

## **LATE SUBMISSION OF STUDENT RESPONSES TO AN ASSESSMENT INSTRUMENT**

Judgments of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus. 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. The practice of awarding a lower standard as a penalty for lateness is not valid in a standards-based system of externally moderated school-based assessment.

## **NON – SUBMISSION OF STUDENT RESPONSES TO AN ASSESSMENT INSTRUMENT**

This relates to the non-submission of student responses to an assessment instrument. A standard can only be awarded where evidence has been demonstrated. In cases of non-submission of student responses, an 'E' standard cannot be awarded where there is no evidence for it. Judgments of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards descriptors outlined in the relevant syllabus.

## **MINIMUM REQUIREMENTS FOR EXIT LEVELS OF ACHIEVEMENT**

<b>VHA</b>	Standard <i>A</i> in any two exit criteria and no less than a <i>B</i> in the remaining criterion
<b>HA</b>	Standard <i>B</i> in any two exit criteria and no less than a <i>C</i> in the remaining criterion
<b>SA</b>	Standard <i>C</i> in any two exit criteria and no less than a <i>D</i> in the remaining criterion
<b>LA</b>	Standard <i>D</i> in any two exit criteria
<b>VLA</b>	Does not meet the requirements for Limited Achievement



# ASSIGNMENT EXTENSION REQUEST

## YEAR 10, 11 AND 12

**Please return this form to the College Office when completed, at least 48 hours before the assessment is due.**

**Attach Medical Certificate**

1. Attach your Medical Certificate
2. Complete the Student section
3. Ask your parents to complete the Parent section
4. Ask your teacher to complete the Teacher section (you must show the teacher evidence of work already started – eg. Draft of the work)
5. Hand to the YLC or Curriculum Coordinator for approval
6. Hand in to the College Office

### ***Student to Complete***

Name: \_\_\_\_\_ Subject: \_\_\_\_\_  
Teacher: \_\_\_\_\_ Date Assignment Due: \_\_\_/\_\_\_/\_\_\_

### ***Parent to Complete***

I believe that my son/daughter has appropriate grounds for requesting an extension on this piece of work.

Reason for Extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### ***Teacher to Complete***

Extension Not Recommended       Extension Recommended - New Due date: \_\_\_/\_\_\_/\_\_\_

Teacher comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### ***Year Level Coordinator or Curriculum Coordinator to Complete***

Extension has been granted  
\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Upon approval, YLC to arrange a copy to student and original to be submitted to Curriculum Coordinator.