INTRODUCTION
This policy defines the responsibilities and principles for managing assessment at Mareeba State High School

GUIDING PRINCIPLES FOR ASSESSMENT
(i) In Junior Secondary, judgement of student responses to assessment instruments are be made using standards associated with the Essential Learnings (Queensland Curriculum) and Content Descriptors (Australian Curriculum).
Year 11 and 12 student judgements align with the Exit Criteria for each course of study. In the case of Vocational Education and Training courses, students are marked competent/not competent against key course competencies outlined in an approved delivery plan.

(ii) All levels of achievement awarded are based upon the evidence available. E standards are not awarded for late or non-submission of assessment.

(v) To support consistent high, all written assessment demands the inclusions listed below to meet minimum standards of presentation, quality and coverage.

- Draft (at least one)
- Task sheet/criteria sheet
- Title page – Assignment/unit name, Subject, Teacher name, Student name, Due date
- Final copy
- Referencing (if applicable)
- Bibliography (if applicable)

ASSIGNMENTS
A. Drafting and Monitoring
(i) Drafting dates are mandatory. Any failure by students to meet draft dates will result in a teacher supervised detentions until completed draft is submitted. Students failing to attend detentions will be dealt with in accordance to the detention procedure as part of the Responsible Behaviour Plan for Students.

(ii) Any failure to submit a draft will result in a phone call home/letter home for parents not contactable by phone.

(iii) Teachers will provide formal feedback to student regarding work submitted.

B. Assessment Extensions
An assessment extension will be granted for the following only;

(i) Illness

(ii) Extenuating circumstances
    - Cultural commitments
    - Bereavement
    - Illness of a family member
When applying for extension, you must complete the ‘Request For Assignment Extension & Variation to Examination date’ form to the Faculty HOD via your teacher. Extensions can only be approved by the Faculty HOD and must be applied for in advance of the due date.

C. Special Provisions for school-based assessments in Authority and Authority-registered subjects

Definition;
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 but particularly relevant to students with specific educational needs. [http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf#page=7](http://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf#page=7)

Guiding principles;
- Special Provisions involve the application of relevant syllabus criteria and standards against which achievement is judged. Assessment criteria and standards are not modified to suit particular students.
- Special Provisions do not involve compensating for what the student does not know or cannot do.
- Special Provisions can be sought by speaking with your classroom teacher or Faculty HOD.
- Approval (educational adjustment & exemption) is at the discretion of the Principal.

Exemption
- Exemptions will only be granted when there is sufficient alternative information to make a judgement about an exit level of achievement without the student having to complete a particular assessment instrument.
- Examples may include illness or some other legitimate absence, and where completing the assessment would place an unreasonable burden on the student.

LATE AND NON-SUBMISSION OF STUDENT RESPONSES TO AN ASSESSMENT INSTRUMENT

A. Guiding principles
(i) The practice of awarding a lower standard as a penalty for lateness is not valid.
(ii) In the priority of events offered at our School, the submission of student assessment takes precedence over any other activity.
(iii) Drafting and anecdotal notes are mandatory and the most proactive ways to support achievement.

B. Process
Late and non-submission of assessment – First offence
- Parent/caregiver contacted by subject teacher
- Teacher judgement will be based on evidence available on or before the due date.
- Infringement recorded and student referred to Faculty HOD for follow up consequence and parent contact.

Late and non-submission of assessment – Second offence
- Parent/caregiver contacted by subject teacher.
- Teacher judgement will be based on evidence available on or before the due date.
- Infringement recorded and student referred to Deputy Principal – Education Services (ES) for follow up consequence and parent contact
- Student interview with Deputy Principal ES and formal warning issued. Show cause notice issued to students in leadership positions.

Late and non-submission of assessment – Third offence
- Parent/caregiver contacted by subject teacher.
- Teacher judgement will be based on evidence available on or before the due date.
- Student referred to Deputy Principal - ES
- Consequence actioned
  - Years 8, 9, 10 – Suspension 2 days
  - Years 11 & 12 – Commencement of Cancellation of Enrolment procedure

Persistent cases of late and non-submission of assessment will result in the natural progression of consequences outlined in ‘Late and non-submission of assessment – Third offence’ - i.e. further suspensions or stage 2 of the Cancellation of Enrolment procedure or other appropriate course of action.

PLAGIARISM
Plagiarism is the use of another person’s ideas, work, or research data and representing them as your own, without acknowledgement. Plagiarism is dishonest, unethical, may be illegal and is regarded as a serious act of academic misconduct. A student found guilty of deliberately giving another student their work is also guilty of academic misconduct and subject to penalty. Plagiarism includes;
- Word for word copying of sentences or whole paragraphs from one or more sources such as books, articles, Internet sites without referencing
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement to the original work (referencing).
- Submitting another student’s work in whole or in part;
- Submitting work which has been written by someone else on the student’s behalf;
- Collaboration on a piece of work designed for individual assessment by two or more students

Teachers who discover incidences of plagiarism will report to the Faculty HOD who will;
- Make contact with parent/caregiver;
- May set additional/alternate academic work for assessment;
- Ensure plagiarised section is excluded from consideration when determining level of achievement.

REVISITING ASSESSMENTS WITHIN A SEMESTER
Students in Years 11 & 12 are able to revisit their assessment, subject to the conditions outlined.
- Revisiting allows the submission of a new task which may be of a similar nature and completed under similar conditions if earlier achievement was unrepresentative or atypical. A request can be sought by completing the ‘Request to revisit an assessment item – Year 11 & 12 only’ form and submit to the Teacher within one week after the results have been received.
- Revisiting does not apply if a student is absent at the time of assessment or fails to submit assessment by the due date.
EXAMINATIONS

A. Non-attendance

All students are required to attend tests and examinations at the scheduled time. Listed are procedures for the following occurrences;

(i) Illness
   - If a student is unwell during a scheduled test or examination, upon return they must report to the Faculty HOD to make alternative arrangements
   - Proof of illness (medical certificate) must be produced on the student’s return and be presented to the Faculty HOD.

(ii) Prior knowledge of absence
   - Students who know prior to the examination date that they will be absent must apply for ‘Variation to examination date. The application should be collected and submitted to the Faculty HOD for approval.

(iii) Exceptional circumstances
   - Exceptional circumstances will be considered by the Principal.

(iv) Failure to attend an examination/test
   - Parent/Guardian contacted and explanation sought;
   - Student required to complete the exam/test upon return;
   - Circumstances depending, a student may have an N (Non-submit) recorded for that instrument.

B. Cheating

If cheating is suspected by the supervising teacher, he/she will write their initials at the point on the exam/test up to where they believe it is the student’s own work. The student will then continue the examination. The supervising teacher will then refer to the Head of Department for a decision regarding the result of the examination. The HOD will meet with the student when determining this as soon after the event as practicable and parent will be contacted.

FORMS

| Application to revisit an assessment item |
| Application for Extension/Variation to examination date |

Further reading:

Queensland Curriculum and Assessment Authority website
http://www.qcaa.qld.edu.au/
Years 11 & 12 only

Part A: To be completed by the student

Student ________________________________ Year __________
Department ___________________________ Subject ________________
Teacher ________________________________
Assessment item ________________________________________________

Reason you wish to revisit your assessment item:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Date original assessment returned to student:…………………………….     (1 week to apply)

Level of Achievement:________________________

Student’s Signature: ................................

Parent/Guardian’s Signature:.......................... Date: ..../...../.....

Part B: Approval to revisit assessment item – To be completed by Head of Department

Request to selectively update has been approved YES NO

Alternate task discussed  ☐ Tick

Due: _________________________________

Subject Teacher Signature:..........................Date:..../...../.....

Head of Department Signature:..........................Date:...../...../.....

NOTE: THIS FORM MUST BE ATTACHED TO ASSIGNMENT WHEN IT IS SUBMITTED.
Request For Assignment Extension & Variation to Examination Date

Part A: To be completed by the student

Student ________________________________ Year ____________

Department __________________________ Subject ________________

Teacher ______________________________________________

Assignment / Examination ___________________________________________

Reason for Extension

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Relevant documentation has been attached (e.g. medical certificate or parent/guardian’s note)

Yes No

Student’s Signature: ..................................

Parent/Guardian’s Signature:.............................. Date: ...../...../.....

Part B: Extension Approval – To be completed by Head of Department

An extension has been approved YES NO

The extension has been granted until _________________________________

Head of Department Signature:.......................... Date:...../...../.....

NOTE: THIS FORM MUST BE ATTACHED TO ASSIGNMENT WHEN IT IS SUBMITTED