



Tin Can Bay P – 10 State School

Assessment Policy 2012

STATEMENT OF INTENT

This policy applies to all students enrolled at Tin Can Bay P - 10 State School. It details procedures to be followed in applying for an extension of time to complete an assessment task, late and non submission of student responses to assessment instruments. It also details procedures relating to examination requirements. It is intended that this policy will inform all matters related to assessment. It caters for all students across our P-10 school, acknowledging the unique difference in each phase of learning.

RELEVANT LEGISLATION & POLICY

- Late submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority registered subjects – Queensland Studies Authority (QSA) Jan 2009
- Special Provisions for School-based Assessments in Authority and Authority-registered Subjects – Queensland Studies Authority (QSA) Jan 2009
- Strategies for authenticating student work for learning and assessment – QSA
- Curriculum framework for Education Queensland schools: Years 1-10 Assessment: Policy and Guidelines;
- Queensland Curriculum, Assessment and Reporting framework
- Subject area syllabus documents
- Strategies for School based Policy for Late and Non submissions of Student Responses to Assessment
- Instruments.(QSA)

DEFINITIONS OF ASSESSMENT

Assessment is the purposeful and systematic collection of information about students' achievements. Across the school, a range of assessment instruments and items are used, ranging from summative and formative. All of which are used to create a holistic reporting process.

- Formative assessment is to help students attain higher levels of performance. It is used by teachers to gauge what students have learnt and where the gaps on learning may be- with the intent of raising students' performance in summative assessment.
- Summative assessment is to indicate the standards achieved by students at particular points in their schooling. It is geared towards reporting and certification.

RESPONSIBILITIES

SCHOOL RESPONSIBILITIES

Prep-3

- Ensure students are prepared for any assessment
- Provide school time for completion of tasks. Some home time may be required for school set tasks
- Ensure clear instructions and requirements are provided for the student
- Scaffolding of set tasks

Years 4-10

- Publish all assessment dates on the school calendar
- Provide students with assessment instruments in an appropriate time frame
- Provide clear instructions on assessment instruments ensuring clear understanding of criteria, task requirements and standards
- Provide exemplars, samples or modelling of the task
- Provide appropriate class time for assessment
- Provide feedback to students on both draft and final assessment tasks in a timely manner

- Enact procedures which ensure a consistency of standards is maintained in the marking of assessment instruments
- Notify parents in a timely manner if students are not completing task elements by the required times

STUDENT RESPONSIBILITIES

Prep-3

- Be prepared to work hard
- Give everything a go
- Ask for help
- Be 'ready' to learn

Years 4-10

- Ensure all assessment tasks submitted are the original work of the student
- Use the School Reference Policy. (Harvard system). Examples can be found in the students' Diary (years 7 – 10).
- Demonstrate mandated requirements of the course
- Submit all assessment tasks by the due date- this includes due dates for draft assessment
- Ensure all work is 'backed up' on a computer with a hard, written copy of the assessment tasks or saved in another location; (computer failure will not be accepted as a reasonable excuse for non submission of assessment tasks)

PARENT/CAREGIVER RESPONSIBILITIES

Prep-3

- Ensure students are prepared for learning
- Support (but not complete) students' in completing assessment items at home by motivating and encouraging them

Years 4-10

- Encourage students to submit all drafts and final assessment instruments by the due date*;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items in a timely manner and provide documentary evidence where necessary
- Actively support and monitor students progress with assessment items at school
- Continue to monitor the school newsletter and calendar for assessment changes and modification
- Support the school in carrying out the assessment policy including consequences for students non-submission and/or non-completion.

ABSENCES ON DUE DATE*

Years 7-9

If an **absence is known in advance of the due date** for an assessment item, then students should submit the assessment item *on or before* the due date:

- Directly to the class teacher
- Via parents/carers who should leave the assessment item marked "For the attention of ..." the relevant classroom teacher at the office
- Via a sibling or friend who should hand the assessment item to the relevant class teacher
- Electronically* using their teacher's email address. Electronic submission is a means of confirming that the assessment item has been completed by the due date. The teacher may require that the student submit a paper version of the task upon their return to school
- In the event that a student is unable to electronically* submit the task themselves to the class teacher, a parent/carer may submit the assessment by emailing to the classroom teacher
- Please note that it is strongly discouraged in years 7-9 for students to be absent for planned holidays during assessment periods.

Students in Years 7 to 9 who are absent on the day that an assessment item is due must:

- Make *an effort* to submit the assessment on the due date by one of the means outlined above.
- Submit to the class teacher, a signed letter from a parent or guardian explaining their absence. This is a courtesy and ensures that all the relevant circumstances are known to the teacher. This does not

mean, however, that the assignment will automatically be treated by the teacher as if it had been submitted on time. Such submissions will be considered on a case-by-case basis.

Years 10

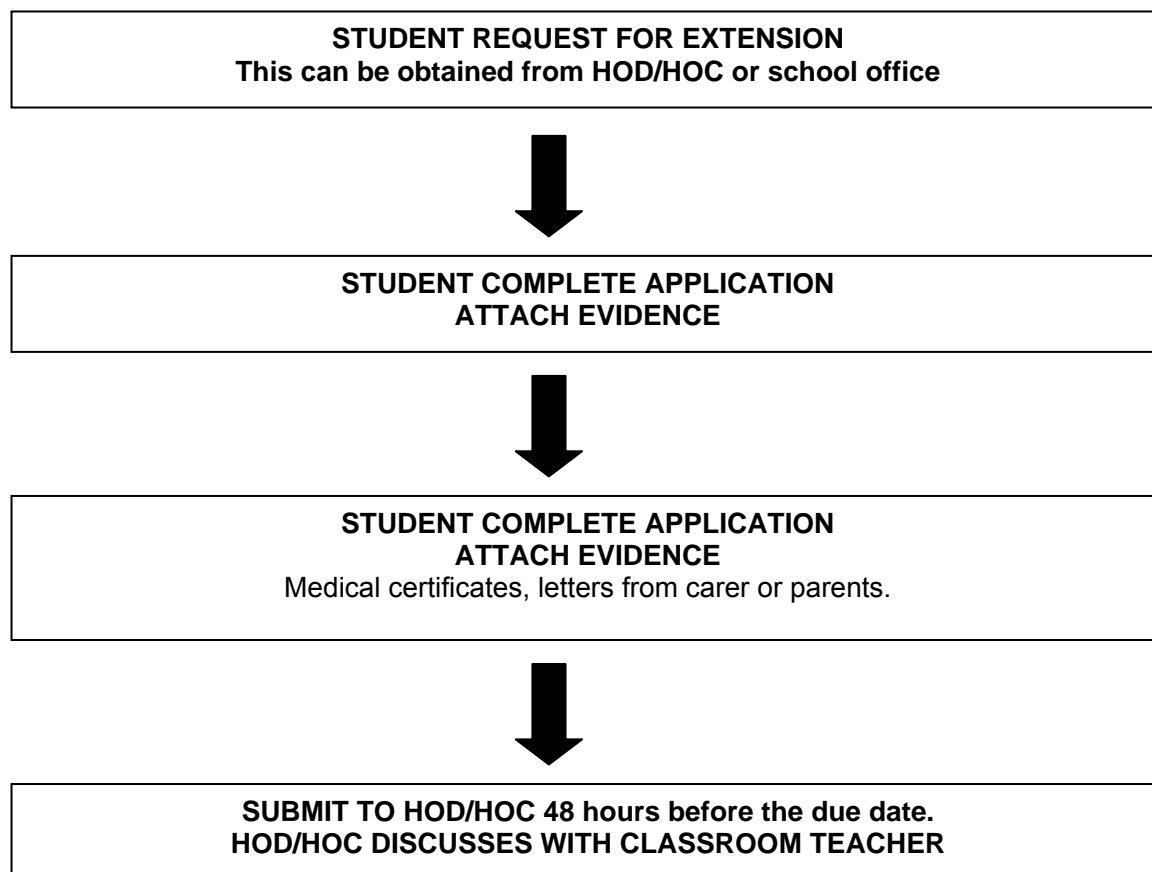
If there is an **unexpected absence on an assessment due date** then students in *Year 10* should be aware of the following requirements.

- Students must make every effort to submit the assessment item on the due date by one of the means outlined above. If the absence is owing to illness, students must obtain a Medical Certificate and lodge it with the Head of Department. This does not mean, however, that the assessment item will automatically be treated by the teacher as if it had been submitted on time
- When parents/carers contact the school to advise of the unexpected absence of their student, they are encouraged to inform the school that the absence coincides with an assessment due date and provide the name of the class teacher. This information will be passed on to the relevant teacher
- Students must submit to the class teacher a signed letter from a parent/carer explaining the absence. This is a courtesy and ensures that all the relevant circumstances are known to the teacher. This does not mean, however, that the assessment item will automatically be treated by the teacher as if it had been submitted on time. Such submissions will be considered on a case-by-case basis
- Examinations must be completed the next day a student returns to school
- Please note that the school discourages student absences in year 10 due to planned holidays during periods of assessment. If absent due to planned holidays during assessment periods and this may mean students assignments are handed in before the due date. Early exams will not be permitted to be undertaken for the purpose of students completing assessment before holidays.(medical reasons may be accepted) The failure to complete exams may mean a 'Non rated 'awarded to students.

Students on External Suspension

Students on suspension, at the discretion of the principal or Deputy Principal and in consultation with the Head of Department (HOD) or Head of Curriculum (HOC) will be given the opportunity to complete any examination as scheduled during their suspension period.

PROCEDURE FOR REQUESTING EXTENSION FOR ASSESSMENT





HOD/HOC ADVISES CLASSROOM TEACHER AND
STUDENT EXTENSION IS APPROVED/NOT APPROVED



HOD/HOC SUBMITS FORM TO DP FOR
VERIFICATION AND THEN PLACES A COPY ON STUDENTS FILE

LATE SUBMISSION OF ASSESSMENT INSTRUMENTS WITHOUT EXTENSION APPROVAL

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***. Teachers will have in place strategies which monitor progress of the assessment.

Failure to submit assessment at the set time on the correct date will also result in follow-up action by the Head of Department (HOD)/Head of Curriculum (HOC) and in consultation with the Deputy Principal. This may mean that students will complete the assessment at a negotiated time or during a detention.

NON SUBMISSION OF ASSESSMENT INSTRUMENTS

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***. "Students may not be awarded credit in semester units in which there is insufficient coverage or inadequate assessment completed." A standard can only be awarded where evidence has been demonstrated. In regard to non-submission of an assessment instrument consideration needs to be given as to whether a level of achievement can be awarded for the semester where non submission occurred. Students will still be required to submit the outstanding assessment item in order to receive credit for that semester. **(Only work completed on or before the due date will be provided with a grading)** All teachers across years 8-10 will regularly monitor assessment work completed in class. If a student does not submit the completed assessment item on or before the due date, without completion of an extension form or due to extenuating circumstances, then only work completed by the student up until and on the due date will be graded. The completion of the assessment item will still be required but not graded. This is in accordance with current QSA policy.

Students should learn to plan for equipment failure (computers or printers) by using the file security devices programmed into most software packages, including the use of e-mail to send the assessment item to School or by using an alternative storage device such as a USB stick or external hard drive. **Electronic equipment failure is not an acceptable excuse for non-submission of work.**

At all times in the application of the School Assessment Policy each student will be treated as an individual and on a case by case basis although the issue of equity for all students underpins decisions.

*Due date implies the date the assessment item is to be handed in by the students. In all circumstances, it implies the assessment items needs to be submitted, either electronically or in person, by 2:30pm on the due date. If it is submitted after this time, without completion of extension applications, it will be deemed as late.

*Electronic submission of assessment. Students, if submitting electronic assessment, must ensure it is sent on or before the due date and by 2:30pm. It must be sent to the teacher's school e-mail account.

Appendix 1

MISSED EXAMINATION FORM

STUDENT TO COMPLETE

Name Date request submitted
TEAM class Student ID No.
Date of scheduled exam
Subject
Reason for missed examination
Documentary evidence attached Yes/No

STEP 1

Student's Signature Parents Signature

HOD TO COMPLETE

Exam to be rescheduled Date request submitted
Date of rescheduled exam Student ID number
Time of scheduled exam
Subject
Number of lessons missed

STEP 2

HOD's Signature Teachers Signature

Appendix 2

APPLICATION FOR EXTENSION- ASSESSMENT OTHER THAN EXAMINATION

STUDENT TO COMPLETE

Name Date request submitted
TEAM class Student ID No.
Due date of scheduled exam
Type of Assessment/Examination
Reason for extension
Documentary evidence attached Yes/No

STEP 1

Student's Signature Parents Signature

TEACHER TO COMPLETE

Work ethic during set preparation time
Number of lesson missed
General comments

STEP 2

Teacher's Signature

APPLICATION FOR EXTENSION- ASSESSMENT OTHER THAN EXAMINATION

(cont)

HOD TO COMPLETE

Approved
Not approved
Comments

STEP 3

HOD's Signature

DEPUTY PRINCIPAL TO COMPLETE

Additional notes

STEP 4

Deputy Principal's Signature

Entered on One School Date

STEP

5

Signature