ASSESSMENT POLICY

Overview:
The Narangba Valley HS Assessment Policy is designed to set out the expectations for staff and students.

Within the first few weeks of the school year all students will receive a relevant Whole School Assessment Calendar. (This enables us to ensure no student has an unreasonable workload in any one day/week) There is a calendar for each year level.

During this time students should be given copies of their “Profile” sheets and have the requirements for exit and achievement cut-off’s explained to them. Students can use this copy of their profile so that they may fill in the results as they go. After each piece of assessment, the students should be able to look at their profile to establish their current level of achievement.

Within the first week of each semester, all students in each class are to be given a Course Outline which specifies which units of work will be covered and an outline of the assessment method for each unit (Eg Topic, length, monitoring date/s, due date/s and special conditions).

In addition, each student is to be given a task specific criteria sheet, which will explain the exact nature of the assessment and the criteria used to assess the student’s level of achievement. This task and criteria sheet will be handed out when the test is due or the assignment given.

In some practical areas, classwork is used to determine a student’s Level of Achievement. In these cases assessment criteria is displayed in the classroom.

Assessment Policy:
It is imperative that all staff and students are aware of the following guidelines for the implementation of the school assessment policy. This policy will apply to written examinations, orals, assignments and practical assessments. All students must complete the work as outlined by the Work Program for the subject. Any student who does no complete all of the necessary items will risk their enrolment being cancelled, receiving no subject credit towards their senior course of study and/or their Queensland Certificate of Education.

Assessment Guidelines:
1. When an assignment or test is given out, it will be issued in written form and the criteria for marking will also be issued in writing at the same time.
2. Students will be given the opportunity to complete a substantial proportion of each assignment in class time under teacher supervision; i.e. one-third to one-half of the time allocated for the assignment will be in class time. This will enable the teacher to verify the authorship of the students’ work and assign a provisional level of achievement, which is to be temporarily recorded.
3. All assignment and oral tasks, etc and criteria sheets, will have a draft due date and monitoring dates clearly marked. Students will be expected to hand in a draft for marking which will be held by the teacher (this will allow the marking of the draft for non-submission, and will go into the students profile ensuring an up-to-date profile).
4. Assignments will be monitored and assessed on a regular basis and if the student gets behind, then strategies to catch up work will be implemented, eg phone calls and letters home.
5. Students will be advised of the timelines for teacher monitoring of drafts. This process will ensure students complete assignments by the due date.
6. Drafts will be awarded a provisional mark/rating and students who have completed work to an insufficient standard (failure to achieve a ‘C’ standard) will have their parents/caregivers contacted. This is particularly important for grades 11 and 12.
7. Should a student require an assignment extension, the following circumstances are considered to be reasonable grounds:
   (a) An extended absence due to illness or other personal situation which is supported by a medical certificate or verified through discussions between parents/guardians and the School Administration.
   (b) An unexpected absence due to illness, family bereavement or other extenuating circumstances on or just prior to the due date. Once again, this absence is to be supported by a Medical Certificate or personal contact between parents/guardians and the School Administration.
8. Where a student is unable to attend school to present an assignment personally on the date, then the student/parents/guardians must either:
   (a) Deliver the assignment to school by 2.30pm on the due date or;
   (b) Contact the school Administration to explain the circumstances that have been the cause of the late assignment.
9. Irrespective of the situation, every student who cannot hand an assignment in on time must complete an Assessment Extension Form and attach it to the late assignment. An Assessment Extension Form can be obtained from the Administration; it must be completed and returned to the Administration for consideration before the due date.

10. In the event that an assessment item is not completed on the due date and no explanation has been received by the Head of Department, the item will be awarded an assessment on the basis of the last draft monitored.

11. It is compulsory that all assessment items be completed in order to satisfy course requirements.

12. When the extension is granted the approved Assessment Extension Form is sent to the following
   i. Copy to Head of Department of the Curriculum area.
   ii. Copy to Class room teacher for addition to the students’ profile.
   iii. Original to the student file in administration.

13. The classroom teacher will notify the student of the success of the application, if an application is pending the student should continue to work on the piece, expecting the extension to be granted, but should be prepared to hand in the piece “as is” if it is not.

14. If the student is in grade 8-10, the assessment piece can be either
   i. Extended to the new date on the Assessment Extension Form, please note no further extensions will apply.
   ii. The profile can be marked holistically, as indicated on the form. The definition of “Holistic” is to be considered as “final grade to be determined by disregarding the piece that has been indicated”.

15. If the student is in grade 11-12, the assessment piece must be handed in to meet the course requirement, however:
   i. The due date can be extended to the date on the Assessment Extension Form, with profile updated and documentation inside it. Which can then be used to support “Special Consideration”
   ii. If no extension is granted, and no assessment is submitted, the students draft is to be used, and the mark added to the profile sheet.
   iii. In the event of an examination the student will sit the examination as soon as they return.

Exam Guidelines:

1. Faculties will actively minimize the impact of assessment on other curriculum areas
2. Faculties are able to access supervised exams in the disruption week of each term where the syllabus requires students to complete extensive mandated assessment.
3. Block exams will occur in the last week of school of each term.
4. In most situation exams will be kept to 70 minutes, where this is not possible exams will be split in part A and B.
5. If faculties are unable to conduct assessment in the supervised or block exam period two separate assessment items are to be written
6. All requests for exams will be finalised by the end of the previous term.
7. Students will receive ‘Supervised and Block Exam’ timetables in the first week of each term

Presentation of Oral Assignments:

1. Approximately one week prior to the due date of the oral, students are required to present written evidence of preparation for the assignment.
2. If a student has not made adequate preparation, the teacher will require the student to take action to remedy the situation.
3. On the day before the orals are to begin, the order of presentation will be determined by random selection (eg. Names out of a hat) during class.
4. If a student is absent on their allocated day of presentation the same conditions apply as for a late written assignment.
5. Group presentation - if a member of the group is absent with an explanation, the group’s assessment date will be reorganised with the teacher. During this time the group needs to consider how to replace the absent member if they are away again. They can either reorganise the presentation without them, or supply a ‘fill-in’. The presentation will be assessed with this in consideration.

Computer/Equipment Failure

No special consideration will be given for computer failure or equipment malfunction. Students are responsible for the backup of their electronic files and the submission of hard copies on the due date.
Exam-Test Procedures

1. Students are expected to prepare thoroughly for exams. A revision timetable will be useful for covering all subject areas that are to be tested.
2. Students must be punctual to exams. Know when each exam is to be held and when the exam session starts as well as the room in which it is to be conducted. No additional time will be given to students who are late.
3. Students must have all the basic equipment required for an exam including share paper, pens, pencils, rulers, erasers as well as other equipment required for specific subject areas.
4. Students are not permitted to borrow equipment during an exam.
5. Follow all instructions given by the exam supervisor.
6. Maintain silence inside the exam room. Students who speak during an exam run the risk of having their exam test paper cancelled.
7. No smartphones, personal laptops or any other electronic devices will be permitted to be used during exams. Any devices brought into the exam room must be switched off and placed at the front desk and clearly labels with the student’s name. Failure to present an electronic device will result in cancellation of the exam result.

Student absence for an Exam -Test

If a student fails to attend a test the following conditions apply:

1. Where there is a valid excuse for the absence (documentation must be provided) the exam will be completed immediately on the student’s return or at a time determined by the teacher or Head of Department.
   i. Documentation for Years 11 and 12 students includes:
      • A medical certificate from a doctor. A note or phone call from a parent is not sufficient.
      • Special Consideration information provided by the Deputy Principal or Principal
      • Written proof of selection in a Regional/State/National team
   ii. Documentation for Years 8, 9 or 10 students includes:
      • A medical certificate from a doctor
      • Notification by a parent (note or phone call) on the day of absence if possible
      • Written proof of selection in a Regional/State/National team

   In exceptional circumstances the Deputy Principal or Principal, in consultation with the relevant Head of Department, may grant Special Consideration conditions allowing students extra time to complete assessment, or grant permission for formative assessment items already completed to contribute towards an exit result in place of a similar summative assessment item. For students in Years 8, 9 or 10 students may have the assessment waived by Administration in extenuating circumstances. In all instances, documentation is required if assessment is to contribute towards a semester or exit result.

2. Where there is no valid reason for missing a test the student will still complete the test immediately on the student’s return or at a time determined by the teacher or Head of Department. The completed test will be marked, but results will not contribute to the student’s semester or exit result. The student’s profile will be annotated to reflect that the exam was sat late without a valid reason. For students in Years 11 or 12 this may result in a loss of credit for the subject towards their QCE, and Rank or OP score. Parent contact will be made via a phone call or standard letter signed by the teacher and the Head of Department.

Plagiarism and Cheating

The Concise Oxford Dictionary defines plagiarism as to “Take and use another person’s thoughts, writing, and inventions as one’s own” and cheating as ‘act dishonestly or unfairly in order to gain an advantage’

Students caught plagiarising will receive a grade only for work that can be verified as their own and further disciplinary action may also be taken.

Students suspected of cheating will have their exam cancelled and further disciplinary action may also be taken. Incidents of Plagiarism or Cheating will be dealt in through consultation with the relevant HOD and Principal. It will be through this process that consequences are invoked. Such unethical behaviours are counter to our core values of Respect, Integrity and Commitment and are considered extremely serious with severe penalties to be considered.
Assessment Extension Form

Please select one of the following:

1. Application for Extension (at student/family’s request)
2. Have profile marked holistically (only on DP request, junior only)

Student/Parent please attach the following:

1. Medical certificate
2. Other supporting documentation (if no medical cert)

Once form is complete please make a time to speak with your year level Deputy Principal, extensions will only be granted when appointment or contact by phone has been made prior to the due date. This form is to be completed in full for the assessment to be considered for extension.

Student Name: _______________________________________
Grade: ______________
Teacher: ______________________________

Subject and Head of Department extension is required for (please note separate forms are needed for each subject):
Subject: _________________________________ HOD: ______________

Type/Style of Assessment

<table>
<thead>
<tr>
<th>Exam</th>
<th>Oral</th>
<th>Assignment</th>
<th>Practical</th>
<th>Performance</th>
</tr>
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</table>

Assessment conditions - (in class, group presentation, word length, time given, exam block etc)

______________________________________________________________________________________________

Current Date due: ___________________________

Length of extension requested: ________________ Days/Weeks

Reason/Circumstances for extension:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Signed: ____________________ (Parent)  Signed: ____________________ (Student)

Administration Only
Extension Granted  Yes  No  (Circle one)

Signed (DP only) ___________________________________

New due date ________________

Copy of Assessment Extension form and medical certificate to go to:

• HOD of curriculum area (copy)
• Teacher for addition to profile (copy)
• Student’s file (original)

For reasons listed above, please mark the profile holistically, based on assessment items completed.