

Years 7-10 Assessment Policy

RATIONALE

The primary purpose of assessment is to improve student learning and is an ongoing process. Assessment is used to promote learning by gathering evidence to determine what each student knows, understands and can do, to inform teaching and support student learning. Assessment is the purposeful, systematic and ongoing collection of evidence to inform consistent judgments about student learning and reporting on the achievement of individual students or groups of students. The *Melbourne Declaration on Educational Goals for Young Australians* defines three broad purposes for assessment:

- **Assessment for learning** — enabling teachers to use information about student progress to inform their teaching.
- **Assessment as learning** — enabling students to reflect on and monitor their own progress to inform their future learning goals.
- **Assessment of learning** — assisting teachers to use evidence of student learning to assess student achievement against goals and standards. (P-12 curriculum, assessment and reporting framework).

STATEMENT OF INTENT

It is intended that this policy will inform all matters related to assessment. This policy applies to all students currently enrolled at Indooroopilly State High School (ISHS). It is the purpose of this document to openly communicate a shared understanding of procedures when applying for an extension, late submission and non-submission of student responses to assessment instruments along with examination requirements

RELEVANT LEGISLATION & POLICY

- The *Education (General Provisions) Act 2006* – Compulsory Participation Phase
- Equity Statement – Queensland Studies Authority Aug 2006;
- Strategies for authenticating student work for learning and assessment – QSA
- P-12 Curriculum framework for Education Queensland schools
- Years 1-10 Assessment: Policy and Guidelines
- Queensland Curriculum, Assessment and Reporting framework
- Subject area syllabus documents

RESPONSIBILITIES

School Responsibilities

- Provide students with a semester assessment calendar
- Provide students and parents with a Student Organiser with the Assessment Policy included
- Publish exam schedules within a reasonable time frame
- Provide relevant documents to apply for extension
- Provide students with assessment instruments with appropriate information in an appropriate time frame
- Provide appropriate class time for assessment
- Provide support and adjustments where appropriate
- Provide feedback to students in a timely manner

Student Responsibilities

- Present only their work for assessments (see section on Academic Honesty)
- Make full use of the class time provided to work on the assignment
- Present their draft and final copies of assignments by the due dates
- Complete and attach the assignment task sheet
- Use the school's standard system of referencing as described in the student organiser
- Communicate anticipated difficulties in completing assessment requirements with the teacher and follow the correct procedures to apply for an extension, should that be necessary, before the due date
- Seek clarification from the teacher who awarded the result before appealing any result

Parent Responsibilities

- Encourage students to submit all drafts and final assessment by the due date
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items before the due date
- Provide documentary evidence where necessary

SPECIAL PROVISIONS

The school is committed to minimising barriers that prevent students from demonstrating their current knowledge and skills. Such barriers include, but are not limited to, disabilities, educational needs arising from linguistic factors and short term impairments. Reasonable adjustments for students with specific educational needs must be negotiated with the school administration with consultation with Heads of Departments, Student Services and Guidance Officer where appropriate, in advance of the assessment. Adjustments may include, but are not limited to, extra time, alternative assessments, rest breaks, use of a writing aid. The student will be issued with a card outlining the special provisions agreed upon. Students must have this card with them when doing examinations.

For further information on this refer to [Equity in Education](#) on the QCAA website.

ASSIGNMENTS

All written assignments must be submitted, with assessment cover sheet, to the teacher by 3.10pm on the due date. If the teacher is absent on the due date, the assignment should be given to the Head of Department, Subject Area Coordinator or a member of the Administration team by 3.30 p.m. on the due date. In the event that this is not possible, parents must notify the school of illness to explain the situation. Students should retain a copy of the submitted assignment.

Assignment Extensions/Exemptions

An extension/exemption from an assignment can only be granted in the following situations:

1 Long-term illness

2 Family bereavement or difficulties

3 Exceptional circumstances as determined by the Head of Department /Deputy Principal

Any request for an extension is to be made to the Head of Department at least 2 days prior to the due date using the appropriate form obtained from the Head of Department of the Subject. The granting of extensions is at the discretion of the Head of Department or Deputy Principal.

Late Policy

Assignments submitted late will receive a grade based only on work completed by the due date unless a medical certificate is supplied. The student will still be required to submit the completed overdue assessment piece. If no draft was submitted the criteria sheet should reflect any evidence (including observation) collected by the teacher by the due date. If there is no student work to mark, the assignment will be considered a non-submission.

Non-Submission

When a grade for an assignment cannot be awarded due to a Non-Submission standard, the student will receive an N (Not Rated) for the assignment which will impact semester reporting. If there has not been sufficient work submitted to rate the student, then the student will receive an N (Not Rated) for the semester on the semester report.

CLASS ORALS

On the first day class orals begin, all students must submit a copy of the notes/palm cards they intend to use for their presentation. This makes the preparation time more equitable for all students. *Students absent on the day are required to email their notes/palm cards to their subject teacher before the commencement of the lesson.*

In the case of group orals where absence occurs, the group is to complete the task with a substitute who works from the group script. Group members will be individually assessed on that performance. To ensure ease of access by a substitute, all group members must keep a copy the whole group script. On the first day of return, the absent student is expected to complete the oral, with other group members supporting the process.

EXAM PROCEDURES

All students are required to attend assessment. Students and parents can access assessment schedules each semester.

Exemptions

Exemptions may be granted for illness and other exceptional circumstances using the appropriate form available from the Head of Department of the relevant subject. Supporting documentation is required. Individual assessment of exceptional circumstances will be at the discretion of the Deputy Principal or Head of Department.

Documentation

For students Years 7 to 10, an email, letter, or phone call from a parent is sufficient.

ACADEMIC HONESTY AND PLAGIARISM

- Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment
- Work submitted will be wholly the work of the student(s) submitting the work. It will be produced for the assigned assessment task. All instances of the use of another's work will be appropriately referenced according to Indooroopilly State High School's referencing guidelines. Indooroopilly State High School uses Australian Harvard referencing system
- Intellectual property rights including, but not limited, to copyright will be respected by students and staff.
- Students will strive to submit work that gives a true reflection of their knowledge, skills, and understanding.

- Malpractice is any behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.
- Malpractice includes:
 - Plagiarism: this is defined as the representation of the ideas or work of another person as the student's own. It 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 acknowledgment in the form of reference to the original work
 - Submitting another student's work in whole or in part.
 - Submitting work which has been written by someone else (including family members) on the student's behalf
 - Collaboration on a piece of work designed for individual assessment by two or more students to produce a common product
 - Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
 - Duplication of work: this is defined as the presentation of the same work for different assessment components
 - Any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorised material into an examination room, misconduct during an examination, etc.)

Expectations are that

- All students and staff will receive instruction in legitimate academic practices. This includes what constitutes malpractice and referencing procedures. The referencing convention to be used by students is that described in the Student Organiser
 - It is the responsibility of the student submitting work to ensure that it is authentic and acknowledges the use of others' work. This is relevant for both internally and externally assessed tasks
 - School leadership and teaching staff will model, expect, monitor and encourage appropriate use of sources
 - Teaching staff will be vigilant in ensuring that student work is legitimate and will monitor and use every effort to avoid malpractice
 - The School will communicate these standards to parents and guardians via both electronic (email and web) and personal (parent evenings) means
- Any breaches of this policy constitute malpractice and may incur academic sanctions

Consequences of breaches may include:

- Marking of only that work which is not in breach of malpractice
- Resubmission of the work
- Suspension from school
- The work not being considered in determining the student's grade