

## **Middle School Assessment**

Assessment activities are:

- Assignments both oral and written
- Practical tasks including field work reports
- Class tests and examinations including written and practical tasks completed within a set length of class time

The timing and other details of assessment activities will be advised at the beginning of each semester to students.

## **Middle School Assignment Policy**

- A minimum of two weeks notice will be given by class teachers for all due assignments
- Assignments must be presented by the due date
- In Years 8 – 9, the classroom teacher will decide on the due date of an assignment
- All task and assignment cover sheets in the junior school have a common format and assignments must be presented with the correct task sheet
- Students with a specific learning need who requires alternative assessment practices and conditions will have consideration given in consultation with the Learning Support Unit
- Class time will be given for student teacher conferencing and feedback sessions. Teachers are proactive in monitoring student progress of tasks and contacting parents should students be falling behind.

Each Department has a customised Assessment Policy which is given to students at the beginning of each semester.

### *Late submission of assignments*

- If a student fails to present an assignment on time, s/he will have two weeks in which to submit the assignment
- If a student is ill on the day an assignment is due, the assignment should be handed in via a friend or relative. Parents should communicate with the relevant head of Department if this is not possible
- Students who fail to submit sufficient items of assessment may not receive the outcomes for that unit of work

### *Extensions*

Heads of Department may, in exceptional circumstances, grant an extension to a student. Such circumstances would include illness or bereavement in the family. It does not include sporting commitments, pressure of work or failure to organise time appropriately. Parents of students who need an extension should contact the relevant Head of Department before the assignment is due. A medical certificate may be obtained to support applications for extensions. Heads of Department may need to see all work completed at the time of the request. Classroom teachers are unable to either grant extensions nor accept late submissions.

### *Class Tests*

For class tests and examinations the following rules apply in the junior school:

- Each student is responsible for supplying the necessary stationery and equipment for all class tests and examinations unless advised otherwise by the teacher
- Personal folders, pencil cases and mobile phones may not be taken into examination rooms
- Students may not talk or otherwise communicate with another student in an exam
- All students must remain until the end of the session irrespective of when the student completes work on the test
- The date, time and venue will be given at least one week in advance

In the case of absence on the day of the test the student needs to:

- Produce a medical certificate that is given to the appropriate Head of Department
- A phone call from parents on that day to the respective Head of Department
- Be ready to sit for the test on their return to school

Parents may contact the Head of Department to discuss the circumstances and make arrangements for the sitting of alternative assessment.

Students who fail to undertake and complete sufficient items of assessment may receive *No Outcomes Achieved* for the semester.

Teachers will comment upon, assess and return students' attempts at class tests, assignments and examinations to students. At times, teachers other than their class teachers may assess students' work.

If any student has a grievance about the outcomes received from a class test, assignment or examination, s/he needs to first raise this with the appropriate Head of Department. Also the Grievance Policy may be considered.

### **Senior School Assessment**

Assessment activities are defined as:

- Assignments, Extended written tasks, Projects and the like
- Practical tasks
- Class tests and examinations

The timing and other details of assessment items will be advised at the beginning of each semester. Subject course outlines will be issued to all students by subject teachers. For Year 10, Year 11 and Year 12 students details of all assessment is given in semester course outlines.

A minimum of 2 weeks notice will be given for all examinations. 5 working days notice of the actual test or examination date, time and venue will be given to all students. For assignments, specific details will appear at least two weeks before each assignment is due.

### **Senior School Assignment Policy**

*Submission* – Assignments must be presented for assessment purposes by the due date. In Year 10, Year 11 and Year 12, all assignments fall due in the subject lesson on the date specified on the task sheet. Students are however, encouraged to present their work earlier. Assignments must be presented with the assignment task sheet. Teachers will collect student assignments and will record the receipt of the assignment.

*Specific Details* – Each subject's semester assignment details will be provided to students by the end of the third week of that particular semester. The details will show:

- ▶ the purpose of the assignment
- ▶ the procedures to be followed
- ▶ the location of resources
- ▶ the type of assignment
- ▶ its method of presentation, the incorporation of information technologies

The dates for presentation of notes and/or drafts of the assignment will be given at a time closer to the due date. Students can expect the specific assignment details to be given on the task sheet. The task sheet will also show the criteria for the assignment as well as the standards for assessment. Some class time will be devoted to the preparation of assignments. Teachers will monitor student progress on assessment tasks. Where progress is falling behind, teachers or Heads of Department may advise that a student is required to attend a compulsory tutorial on Wednesday.

*Late Submission* – If a student fails to present an assignment on time, the teacher will collect whatever progress or draft work is available. Students who do not submit a task will be asked to complete the assessment task in the lesson time on the due date.

Students must complete sufficient work to meet the mandatory requirements of the course in order to be granted credit for the course. In Years 11 and 12, should there be insufficient evidence upon which to base a judgement, a student may lose credit for that semester. This is a requirement of the Queensland Studies Authority. This may affect a student's eligibility for an OP. If there are extenuating circumstances, special consideration can be applied for

If a student is ill on the day the assessment task falls due, the tasks should be handed in via a friend or relative. Parents should telephone the relevant Head of Department to advise of the absence. In some circumstances, a medical certificate may be required. Should the assessment task not be able to be submitted on the due date due to illness, the student must hand in the assessment task to the relevant Head of Department on the day of return to school.

*Extensions* – Heads of Department may, in exceptional circumstances, grant an extension to a student. Such circumstances would include illness or bereavement in the family. It would not include sporting commitments, pressure of work or failure to organise their time. Parents of students who need an extension should contact the relevant Head of Department *before* the assignment is due. A medical certificate should be obtained to support applications for extensions. Heads of Department may need to see all work completed at the time of the request. Class teachers are not able to grant extensions nor accept late submissions.

Students with special needs who require alternative assessment practices, conditions and considerations need to raise this request with Ms Mendelewski (HOD responsible for LSU) or the Learning Support staff who will negotiate with the relevant Head of Department.

### *Class Tests and Examinations Policy*

Each student is responsible for supplying the necessary stationery and equipment for all class tests and examinations unless advised otherwise by the teacher. Personal folders and pencil cases may *not* be taken into examination rooms unless otherwise advised by the teacher. No student may talk or otherwise communicate with another student during the session. All students must remain until the end of the session irrespective of when the student completes work on the test.

In the case of absence on the day of the test the student has two options:

- ▶ production of a medical certificate
- ▶ a phone call/note from parents on that day stating justifiable reasons for absence

The parents may contact the relevant Head of Department to discuss the circumstances and make arrangement for the sitting of an alternative assessment.

Unless arranged otherwise through the relevant Head of Department, students absent on the day of a test should be prepared to sit the test immediately on their return to school. In such cases the student *MUST* report to the Head of Department on arrival at school to ascertain the procedures for sitting the test or any alternative arrangements.

### *Oral assessment tasks*

Oral assessment tasks may be due during class time on any day of the week and are due to be performed when the absent student returns to school.

### *Marking and feedback*

Teachers will mark and return students' attempts at class tests, assignments and examinations to students. At times, teachers other than their class teachers may mark students' work.

If any student has a grievance about the results received from a class test, assignment or examination, he/she needs to raise this grievance with the Head of Department in that subject. Please see *Grievance Policy* which follows this statement.

### **Grievance Policy**

All students have the right to request reconsideration of the outcomes received on an assessment item. It is the student's responsibility to use the process set up for this purpose within two weeks of outcomes being received. All process steps are to be completed within a period of six weeks from the date of lodgement of the grievance.

- Students are asked to see the Guidance Counsellor within the appropriate time frame given above
- A form will be filled in by the student and given to the appropriate Head of Department
- The HOD will seek all information from the class teacher for reconsideration.
- The HOD will interview the student
- The HOD will reach a decision and advise student of the decision.
- If the decision is not satisfactory to student, the HOD will take all information to Deputy Principal of Curriculum
- The Deputy Principal will confer with the HOD, class teacher and student. A decision will be made and the student will be advised
- If the decision is not satisfactory to student, the matter will be referred to the Principal for final reassessment and decision.
- The Principal will advise student of the final decision in writing

### **Plagiarism**

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. Examples of plagiarism include:

- Word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons ( including books, articles, working papers, conference papers, websites or other students' assignments ) without clearly identifying their origin by appropriate referencing
- Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgement in the form of a reference to the original work or works
- Using another person's ideas, work or research data without appropriate acknowledgement
- Copying computer files in whole or in part without indication their origin
- Submitting work which has been produced by someone else on the student's behalf as if it were the work of the student

- Producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research

Students who plagiarise assignments will not receive credit for the assignment. A student *may* be given another opportunity to complete a replacement task.

### ***Grievance Policy***

All students have the right to request reconsideration of the results received on an assessment item. It is the student's responsibility to use the process set up for this purpose within two (2) weeks of results being received. All process steps are to be completed within a period of six (6) weeks from the date of lodgement of the grievance.

Process for lodging a grievance:

- student fills out a grievance form from the Guidance Counsellor within two (2) weeks of receipt of results
- grievance form given to the Head of Department in that subject
- HOD seeks all information from that teacher for reconsideration
- HOD interviews student
- HOD reaches decision and advises student of decision
- if not satisfactory to student, HOD takes all information to Deputy Principal responsible for senior curriculum
- Deputy Principal confers with HOD/teacher/student and advises decision
- if not satisfactory to student, Deputy Principal takes all information to Principal for final reassessment and decision
- final decision is conveyed in writing to student

### ***Special Consideration***

Students who have experienced hardship due to circumstances of a personal or health nature may be eligible for special consideration with regard to curriculum requirements and assessment. Students must apply to the Guidance Counsellor for special consideration.