Formal assessment at Rockhampton State High School is an integral part of the teaching/learning process. It involves collating judgements from a number of sources to produce a summative statement of achievement in each subject. It is a continuous process. This means that a student’s final rating in any subject will be based on a range of assessment tasks (including assignments, oral presentations, practical submissions and examinations) undertaken at various points throughout the course. Students will therefore need to plan and organise the time carefully so that all assessment commitments can be met.

In cases where coverage of the full range of general objectives has not been achieved, students may not be awarded semester units where there is insufficient coverage or inadequate assessment. When a result is awarded, the number of semesters credited to a student’s course of study is at the Principal’s discretion.

The school, teachers and students are each assigned responsibilities to ensure the assessment process is smooth and transparent.

School Responsibilities

- Provide students and parents with a calendar of assessment dates prior to the commencement of the new school year
- Provide standardised written formats for letters to parents/carers to inform about non-completion of assessment
- Oversee the process for application for special consideration

Teacher Responsibilities

- Teach the processes required in order to complete assignments and provide information about resources and how to access them
- Allow sufficient in-class time for assignment work to ensure completion of draft copies and final copy. Due dates cannot be extended. Change of due dates must be approved by the relevant Head of Department.
- Set up an e-Learning environment on The Learning Place for Year 11 and 12 students to submit their rough and final drafts via SafeAssign. (Optional for Years 7 – 10)
- Accommodate the needs of students with disabilities and with learning difficulties (as per QCAA Policy on Special Provisions for School-based Assessments in Authority and Authority-registered Subjects - 2015)
- Inform parents about the non-completion of draft and final assignment work through standardised procedures
- Assign a lunchtime detention in the Engagement Room for students who fail to submit a draft on time.
- Ensure that procedures are in place to prevent plagiarism
• Accurately record student submission of assignment work and provide the student with constructive feedback on draft work
• Record failure to submit drafts or final copies in One School as a Contact and include the curriculum HOD as a referral.
• Include a statement of authenticity of student work on the assignment task sheet
• Aim to mark and return the final assignment for student viewing within 2 weeks after the submission date
• Make judgements of student responses to assessment instruments based on the match between the evidence and the standards descriptors outlined in the relevant syllabus or Study Area Specification
• Provide students with a task sheet (to be attached to the assignment) which outlines specific requirements of the assignment:
  ✓ objectives/purpose
  ✓ length, structure, method of presentation
  ✓ contribution to overall assessment – formative/summative
  ✓ assessment criteria and the standards required for a specific level of achievement
  ✓ dates for presentation of drafts and final copy

Student Responsibilities

• Submit a draft for all assignments by the draft due date – late submission of drafts may result in minimal or no feedback from classroom teachers
• Submit the final copy of assignments by the due date unless a valid reason and evidence is presented
• Submit the final copy of assignments electronically using SafeAssign by 2.50pm on the due date. A hard copy of the assignment is to be given to the teacher. This requirement applies to Year 11 and 12 students only.
• Submit all project work and the completion of units of competency for vocational education and training (VET) subjects by the due date.
• Present only your own work for assignments – see page 3 for the Academic Dishonesty processes
• Sign the statement of authenticity of student work on the assignment task sheet
• Make full use of class time provided to work on assignments
• Inform the teacher of any difficulties that might be adversely affecting progress in the preparation of assignment work
• Provide a bibliography or record of references

Submission Dates – draft and final

Draft and final copies must be submitted to the relevant class teacher on the date prescribed on the assessment task sheet by 3.05pm. The teacher will provide feedback on one draft only prior to the final submission.
Special Consideration Process

An extension or exemption can only be granted in the following situations.

- Illness
- Extenuating personal or family circumstances

Procedures for Applying for an Extension/Exemption

1. Assessment Special Provision Application Form (Appendix A) is collected from Student Services or Head of Department – Senior Schooling, Mrs Trudy Crow.
2. The application form must be accompanied by medical documentation for illness or other relevant documentation.
3. The form must be submitted to the teacher at least two days before the due date of the assignment work or on their return to school following extended illness.
4. A copy of the completed application form will be retained on the student’s school file.

Academic Dishonesty

Plagiarism

If the student misrepresents the works of another as that of their own, they are committing the act of plagiarism. This includes copying the work of another student or from a source on the internet or other written source without properly acknowledging the source. The consequence for plagiarism is as follows:

- If total plagiarism has occurred, the student does not receive a rating for that assignment unless they can produce their own work on the due date.
- If some of the student’s work contains plagiarism, only the student’s work is marked and a rating is based on that work only.
- If the teacher is unable to discern what has been plagiarised they are to use professional judgement.
- The teacher is to inform parents about the plagiarised work.

Cheating

Cheating is as any behaviour by a student to unfairly gain an advantage in assessment tasks (eg bringing unauthorised material into an exam; communicating with others during the exam whether by speaking or other means; reading another student’s work during the exam; or having assignments done by someone else). Consequences for cheating include: the student being not rated for the assessment task, undertaking new assessment or a result awarded for the original work only.
Assignments

The following procedures will apply to the failure to submit assignments by the set due date for students in Years 10, 11 and 12.

Absence on due date due to illness or extenuating circumstance

- If possible, send assignment to school with a friend or relative and deliver it to the General Office. The person delivering the assignment must obtain a receipt from the General Office.
- Parent to contact the school on the due date to explain the situation.
- Student to follow the Special Consideration Process (page 2) for a revised due date.

Absent on due date without valid reason.

- The classroom teacher will contact parents by phone. If parents cannot be contacted by phone, the standardised letter for the non-completion of the work (Appendix B) is to be completed and posted.
- Students who do not have a valid reason for being absent on the due date for the submission of the final assignment, will receive a rating based on draft work completed or other evidence collected prior to the due date (eg research notes, diary, notebook, rehearsal notes and/or teacher observation). The teacher will apply the standards descriptors outlined in the relevant syllabus or Study Area Specification to the evidence to arrive at a rating.
- The teacher will record the contact with the parent/carer in One School and include the curriculum HOD as a referral.
- If there is insufficient draft work or other evidence the student will not be rated for that assessment item. This may affect the student’s achievement of a full semester of credit for that subject.
- The taking of family holidays does not constitute a valid reason for submitting an assignment after the due date. Likewise, attendance at a leisure or recreational event (such as a music concert) does not constitute a valid reason for submitting an assignment after the due date.

Late submission of assignment – no valid reason

- If a student submits an assignment after 3.05pm on the due date without a valid reason, the assignment will not be rated and will not be included in the student’s folio of work. The student will receive a rating based on draft work completed or other evidence collected on or before the due date (eg research notes, diary, notebook, rehearsal notes and/or teacher observation). The teacher will apply the standards descriptors outlined in the relevant syllabus or Study Area Specification to the evidence to arrive at a rating.

Years 7, 8 and 9 students who fail to submit an assignment on the due date

- Students who have a valid reason for the non-submission of work need to produce a note from their parent/carer. The student will see Acting Head of Department – Junior Secondary, Ms Samantha Hogan, to apply for special consideration and an adjustment to the due date.
- If no note is provided, the class teacher will contact parents by phone. If parents cannot be contacted by phone, the standardised letter for the non-completion of the work (Appendix B) is to be completed and posted. The student will receive a rating based on draft work completed or other evidence collected on or before the due date (eg research notes, diary, notebook, rehearsal
notes and/or teacher observation). The teacher will apply the standards descriptors outlined in the relevant curriculum document to the evidence to arrive at a rating.

Examinations

The following procedures will apply to the failure to complete examinations on the set date for students in Year 10, 11 and 12.

Absence from examination due to illness or extenuating circumstance

- Parents should contact the General Office by phone to explain the situation.
- Student is to complete the test during the next lesson of that subject.
- Student to follow the Special Consideration Process (page 2) for a revised exam date.

Absent from examination without valid reason

- The classroom teacher will contact parents by phone. If parents cannot be contacted by phone, the standardised letter for the non-completion of the work (Appendix B) is to be completed and posted.
- Students who do not have a valid reason for being absent on the test date will not receive a rating for that assessment item. As per Queensland Curriculum and Assessment Authority Guidelines, students will not be given another opportunity.
- The teacher will record the contact with the parent/carer in One School and include the curriculum HOD as a referral.
- The taking of family holidays does not constitute a valid reason for being absent from an examination. Likewise, absence from an examination due to attendance at a leisure or recreational event (such as a music concert) does not constitute a valid reason for the rescheduling of an examination.
- Absences due to extenuating circumstances will be approved at the Principal’s discretion using the Assessment Special Provision Application form.

Years 7, 8 and 9 students who are absent on examination days

- Students who have a valid reason for the absence need to produce a note from their parent/carer. The student will see Acting Head of Department – Junior Secondary, Ms Samantha Hogan, to begin the Special Consideration Process (page 2).
- The classroom teacher will contact parents by phone. If parents cannot be contacted by phone, the standardised letter for the non-completion of the work (Appendix B) is to be completed and posted.

Oral Presentations

- Students should regard oral presentations with the same level of importance as written assessment. Due dates for oral presentations should be strictly adhered to.
- Students are required to deliver their presentation during class time with both teacher and members of the class present as an audience. Special consideration may apply for a recognised medical condition or disability.
• If students are working individually, they are expected to present their oral on the due date. If they are absent on the due date, then contact must be made with the relevant teacher on the day the oral presentation is due to discuss their absence and to organize an alternative date to complete the assessment if special consideration is granted. If there is no valid reason, the student will not receive a rating for the oral task unless they can be rated on evidence collect prior to the due date (e.g. rehearsal notes, teacher observation notes).

• If students are working in groups, and one or more of the group members is absent, the rest of the group is still expected to perform on the due date. Students who are absent should ensure that contact is made with the relevant teacher on the day the oral presentation is due to discuss their absence and to organize an alternative date to complete the assessment if special consideration is granted. If there is no valid reason, the student will not receive a rating for the oral task unless they can be rated on evidence collect prior to the due date (e.g. rehearsal notes, teacher observation notes).

• If a student is absent on the day an oral presentation is due and fails to make contact with the relevant teacher or Head of Department, they will not be given an opportunity to complete this assessment task. The student will be marked on evidence collected prior to the due date (e.g. rehearsal notes, teacher observation notes).

• The teacher will record the contact with the parent/carer in One School and include the curriculum HOD as a referral.

• The taking of family holidays does not constitute a valid reason for failing to present an oral by the due date. Likewise, attendance at a leisure or recreational event (such as a music concert) does not constitute a valid reason for failing to present an oral by the due date.

VOCATIONAL EDUCATION AND TRAINING SUBJECTS

• Students should regard vocational education and training subjects with the same level of importance as other subjects.

• The teacher will set deadlines for project work and for the completion of units of competency.

• Due dates for completion of project work and units of competency should be strictly adhered to.

• The classroom teacher will contact parents by phone if due dates are not met. If parent/carers cannot be contacted by phone, the standardised letter for the non-completion of the work (Appendix B) is to be completed and posted.

• The teacher will record the contact with the parent/carer in One School and include the curriculum HOD as a referral.

• Failure to complete all units of competency of a vocational and training course means the student does not receive the full qualification and they will not be awarded the full four (4) QCE credits allocated.

• The taking of family holidays does not constitute a valid reason for not completing projects and units of competency by the due date. Likewise, attendance at a leisure or recreational event (such as a music concert) does not constitute a valid reason for not completing projects and units of competency by the due date.
Policy and Procedures for Assessment Week

Pre-Assessment Week Procedures:

Assessment dates entered on One School and provided to students

↓

HODs send exam requests to DP by Week 6

↓

HODs receive draft exam schedule by Week 7 – discussed at Exec Meeting

↓

Students receive copy of exam schedule by Week 8

Considerations for the scheduling of exams - order of preference for exams:

Term 1 – 3 (Year 11 and 12)

1. Large subject groups – to enable internal moderation to occur
2. Small and Intermediate subject groups

Term 4

Year 12

1. Small and intermediate authority subject groups – to ensure early provision of exit results to QCAA as per QCAA timeline
2. Large authority subject groups

*Large/intermediate/small subject groups as indicated by SDCS – Subject Summary Report (provided to DP by HOD – Senior Schooling)

There will be no exams for Year 12 authority-registered subjects in Term 4 due to QCAA timelines

Year 11

3. Large authority subject groups (multiple classes priority) – to allow time for internal moderation
4. Small and intermediate authority subject groups
Student study time:

1. At home when no exams are scheduled
2. In the library - ‘sign in’ at Student Services. (Uniform and Electronic Devices Policies apply while students are in the school grounds)

Student requirements:

- Arrive 10 minutes prior to their scheduled exam with all of the necessary equipment.
- Uniform and electronic devices policies apply during shutdown exams.
- The RSHS Assessment Policy 2017 will apply to students who fail to attend their scheduled exam.
- Where internal relief can be provided (using teachers of senior authority-registered subjects), authority subject teachers can conduct study tutorials for senior students during the shutdown exam block.

| Authority subjects – senior subjects that contribute to an OP score |
| Authority-registered subjects – senior subjects that do not contribute to an OP score |
| Small and intermediate subject group – senior authority subjects that contain fewer than 14 OP eligible students |
| Large subject group – senior authority subjects that contain more than 14 OP eligible students |
Engagement Room Procedures

Non-submission of Drafts – Years 10 – 12

Submitting a draft for feedback is an important part of the learning, assessment and feedback process. It is an opportunity for teachers to provide detailed and meaningful feedback on a student’s progress and to guide them in areas for further improvement. A student who fails to submit a completed rough draft for teacher feedback, will be referred to the Engagement Room by their class teacher. This will provide a consequence for their failure to follow the Assessment Policy and give the student the opportunity to produce work that can be included in their folio.

The following procedures will take place.

| Assigning the detention | • When a student fails to submit a full rough draft (hard copy) and upload the document to SafeAssign (if required) by the due date, the teacher will assign a lunchtime detention in ID Attend.  
  • Open ID Attend - go to “Teacher” – “Assign student to lunch time detention” – Enter student name (or multiple) – select “Engagement” as the type of detention – in “Reason Assigned” enter class code (eg LEG111A), assessment task (eg Crime Assignment) and original due date.  
  • Tell the student to attend the detention room at the start of the next ‘lunch one’ in A011.  
  • Contact home as per the Assessment Policy and enter the contact in One School. |
|-------------------------|----------------------------------------------------------------------------------------------------------|
| During the detention    | • The student is marked as present in the Detention Log in ID Attend.  
  • The student works on the assessment on the laptops provided.  
  • The student prints the draft after 20 minutes of working.  
  • The student takes the draft to the teacher.  
  • The teacher provides feedback on the draft at a negotiated time.  
  • The draft is included in the student’s folio if they fail to submit the final copy on time. In this event, the draft result will contribute to their term level of achievement. |
| Failure to attend the detention on the first instance. | • The teacher checks the Detention Log and if the student did not complete the detention, they instruct the student to attend next ‘lunch one’. If a lesson prior to lunch, send them directly to the Engagement Room.  
  • If the student produces a draft prior to the second detention, they are still required to attend the detention. |
| Failure to attend on subsequent days | • CROWTR to identify persistent non-attenders using the Detention Log.  
  • CROWTR to send a SMS message to parents and record the contact in One School.  
    • Your child has not attended a detention for failing to submit a full rough draft of an assessment item by the due date. Please have them explain their non-attendance to Mrs Crow HOD Senior Schooling asap. This is school policy, and DET requires that students engage in their educational program.  
  • CROWTR to refer persistent non-attenders to PETEDA for further consequences.  
  • BROWME and CROWTR to use the Detention Log data during the ROC process. |
ROCKHAMPTON STATE HIGH SCHOOL
Assessment Special Provision - Application Form

Submit this form to the HOD – Senior Schooling (A wing) at least two (2) days before the due date (unless extenuating circumstances).

Student’s Name: ____________________________________________  Form: ______________________

Date of application: ___________________________________________________________________________

Reason for special provision: ___________________________________________________________________

Documentation provided: ________________________________________________________________________

(Medical Certificate and / or Parent / Carer letter attached)

Student Signature: _____________________________________________________________________________

Special provision granted: YES [ ]  NO [ ]

Justification if special provision not granted: ___________________________________________________________________

HOD – Senior Schooling Signature: ________________________________  Date: ______________

If the special provision is not granted by HOD of Senior Schooling, the student may re-apply to a Deputy Principal.

Special provision re-application granted by Deputy Principal: YES [ ]  NO [ ]

Deputy Principal Signature: ______________________________________________________

Date of review of application: ______________________________________________________

SUBJECTS FOR REVISION OF DUE DATE:

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<tr>
<th>Subject Code</th>
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<th>Original Due Date</th>
<th>Revised Due Date</th>
<th>Class Teacher/HOD Signature</th>
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Dear Parent/Carer

This letter is to inform you that (Insert Student Name) has failed to submit an assessment task/draft (delete as necessary), a (Insert Task), in (Insert Subject Code) on the due date (Insert the due date).

This has occurred despite the publication of assessment timelines, adequate in class time and resources and the provision of appropriate support and assistance to complete the task.

To demonstrate the outcomes required in this subject, students must complete all assessment tasks.

To succeed in their studies, your student, (Insert Student Name), must take responsibility for actively participating in all learning activities and assessment.

Please feel free to contact myself or the (Insert Department) Head of Department, (Insert HOD name), to discuss any issues or concerns.

Yours sincerely

Teacher name

(Insert Subject) Teacher

(Insert HOD name)
Head of Department -
(Insert department)