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LAIDLEY STATE HIGH SCHOOL

YEAR 7 - 12 ASSESSMENT POLICY
2020 PRESENTATION

WALT:

- ▶ We are learning about the new Laidley State High School Assessment Policy which is operational in 2020

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- ▶ I am looking for an understanding of the new assessment policy and processes which you as a student need to both understand and follow.

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- ▶ It is important that you follow the processes implemented to ensure that you are setting yourself up for success in regards to your assessment

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Where can I find the Assessment Policy?

- ▶ Located on the school website www.laidleyshs.eq.edu.au
- ▶ A summary can be found in the school diary on page XI
- ▶ Located on school student network G: > Laidley SHS Forms

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Assessment Calendar

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- ▶ You will receive an assessment calendar in week 3 of each Semester
- ▶ Your parent/guardian will also receive a copy of your assessment calendar
- ▶ The assessment calendar will include:
 - ▶ Date issued
 - ▶ Draft date
 - ▶ Due date (final)
 - ▶ Assessment type (e.g. multi-modal presentation, exam)
 - ▶ May include some extra information e.g. word length, time length

Assessment Task Sheet

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- ▶ The assessment task sheet will provide:
 - ▶ Checkpoints
 - ▶ Draft date
 - ▶ Due date
 - ▶ Method of submission (e.g. email sent to teacher, uploaded to STILE and/or printed copy of the assessment submitted to the teacher)
 - ▶ **Draft and Final responses MUST BE submitted at the BEGINNING of the lesson on the DUE date**

8 SCIENCE

Physics – Energy Transfers and Transformations Scientific Report

Student		Class	
Teacher			

Topic and Concepts	<i>Students investigate the drop height required on a roller coaster to have a marble complete one loop considering the conversion of potential energy to kinetic energy.</i>		
Assessment Technique:	Scientific Report		
Conditions:	<ul style="list-style-type: none"> • Group work for experimental design, data collection and analysis • Individual work for scientific report write up • Students are able to use class notes, research articles and the internet for source materials • Students can discuss ideas with other members of the class but must submit an individual assessment item • In-text referencing and a complete reference list must be included 		
Length:	100 - 400 words		
Time:	4 weeks		
Due Dates:	Draft Date: Week 6	Due Date: Week 8	INTERNAL MONITORING <input type="checkbox"/> AGREED <input type="checkbox"/> CONSULTATION <input type="checkbox"/> REVIEWED MONITORED BY: <input type="text"/> DATE: <input type="text"/>
Received:	Teacher Signature	Date:	

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MONITORING OF STUDENT WORK PRIOR TO DUE DATE

- Students must **provide a copy (or printout) of assessment at draft dates**; these will be retained by your teacher and **will not** be returned. These 'monitoring' copies will be graded should a completed assessment task not be submitted by the due date.
- **Students will be retained on draft dates** if nothing is submitted until something at least equivalent to an 'E' standard is produced. Parents will be informed if sufficient work is not produced on draft dates.

SUBMITTING AND DUE DATES

- Issues relating to due dates are governed by the school assessment guidelines.
- Assignments submitted after the due date will receive feedback however **will still be classed as a non-submission and results received at monitoring will stand**, provided an extension has not been granted.
- **Printer errors or breakdowns are not cause for an extension.** A copy of the assignment should be printed out two days before the due date and a copy of the assignment should be submitted on USB to be printed out by teacher, alternatively it can be e-mailed to your class teacher.
- Extensions can only be granted by the Head of Department and must be accompanied **by at least a note from parent/guardian** outlining reasons why an extension should be granted. This should be done in a timely fashion – **generally extensions will not be granted within two days of the due date.** Mr Todd Robson: trobs20@eq.edu.au



LAIDLEY STATE HIGH SCHOOL

Student name:

Student number:

Teacher name:

Date handed out:

Date due:

Subject	Physics
Technique	FIA2 - Student Experiment
Unit	Unit 1: Physics of Motion
Topic	Topic 1: Linear Motion and Force Topic 2: Gravity and Motion

Conditions

Duration	10 hours class time		
Mode	Written response – scientific report	Length	1000 - 1500
Individual/group	Group work with individual report	Other	n/a
Resources available	School science laboratory and library (online: internet and school intranet, databases, journals)		
Assessment objective/s			

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Checkpoints

- Term 1, Week 10 :Select experiment and identify proposed modifications
- Term 2, Week 1 & 2: Perform experiment and process data
- Term 2, Week 2: Analyse and evaluate evidence
- Term 2, Week 3: Submit draft
- Term 2: Week 5: Submit final response

Authentication strategies

- You will be provided class time for task completion.
- You will each produce a unique response by collecting data as a group but producing individual reports.
- You will provide documentation of your progress at indicated checkpoints.
- Your teacher will collect and annotate a draft.
- You must acknowledge all sources.
- You must submit a declaration of authenticity.
- Your teacher will compare the responses of students who have worked together in groups.

Authenticity

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I _____ (name in full) declare that all unacknowledged work is my own.

To authenticate this, I will:

- provide documentation of my progress at indicated checkpoints
- ensure that all planning and drafts are attached to the final copy of the response
- acknowledge all sources utilised in the writing process

_____ (signature)

_____ (date)

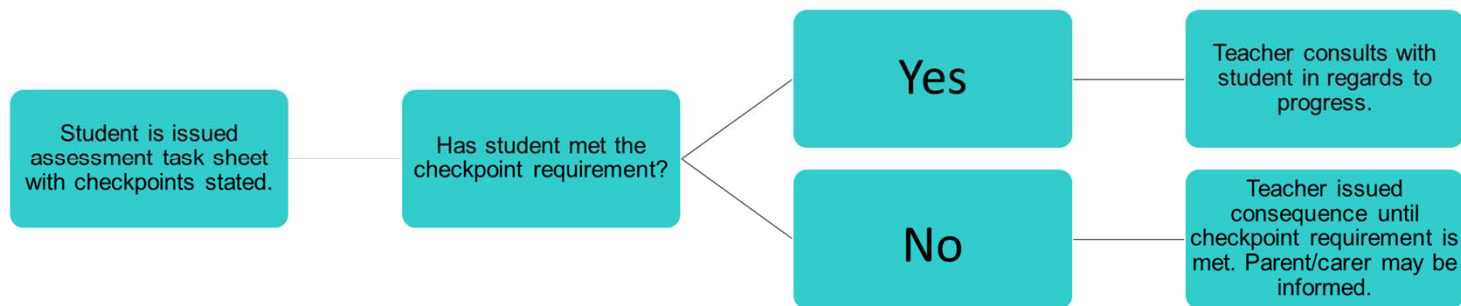
Checkpoints

- ▶ Are utilised by teachers to:
 - ▶ monitor student's development of an assessment task
 - ▶ identify potential issues with submission
 - ▶ collect as evidence of student progress
 - ▶ support students to complete assessment

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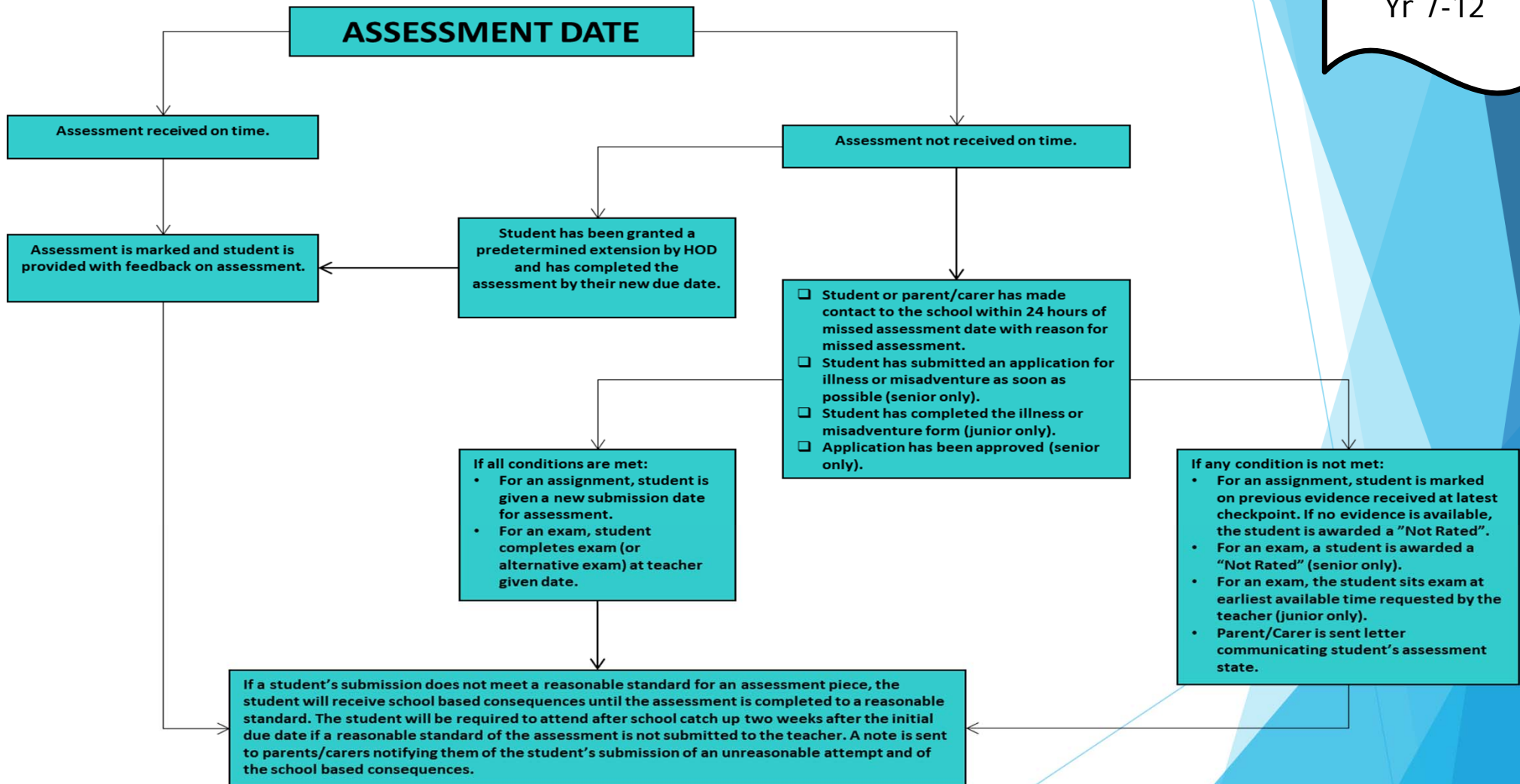
Failure to submit at checkpoints equals:

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Submission procedure

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Illness and Misadventure

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- ▶ Students whose ability to attend or participate in an assessment due to *illness* or *an unexpected event* may be eligible to apply for illness and misadventure.
- ▶ The following principles apply:
 - ▶ The illness or event is unforeseen and beyond the student's control
 - ▶ An adverse effect must be demonstrated
 - ▶ The situation cannot be of the student's own choosing or that of their parent/carers such as a family holiday

What happens if I cannot sit an Exam on the due date because of an illness or misadventure?

- ▶ *Student responsibilities* include:
 - ▶ NOTIFY school within 24 hrs after the date of the exam
 - ▶ On return to school complete the **illness or misadventure form** providing **documentation** to support the missed exam (this needs to be completed as close to the due date as possible)
 - ▶ Student is **EXPECTED** to sit the exam on return to school

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What happens if I cannot sit an Exam on the due date because of an illness or misadventure?

- ▶ *Student responsibilities* include:
 - ▶ NOTIFY school within 24 hrs after the date of the exam
 - ▶ On return to school complete the illness or misadventure form providing documentation to support the missed exam (this needs to be completed as close to the due date as possible)
 - ▶ Upon receipt of all supporting documentation the Deputy Principal in consultation with HOD and classroom teacher make a decision. This is done on a case by case basis
 - ▶ Successful application = Student completing the exam at the earliest possible time determined by the classroom teacher.
 - ▶ The student may sit an alternative exam out of fairness to the cohort
 - ▶ **Unsuccessful application = NOT RATED for the exam**

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What happens if I miss the submission of an assessment task due to illness or misadventure?

- ▶ *Student responsibilities* include:
 - ▶ NOTIFY school at least 24 hrs after the due date (phone call, text message or email stating you are absent and missing an assessment item)
 - ▶ On return to school complete the **illness or misadventure form** providing **documentation** to support the missed assessment (this needs to be completed as close to the due date as possible)
 - ▶ Student will be given a new due date if **supporting documentation** is provided
 - ▶ **If no supporting documentation provided, the student is marked on previous evidence provided**

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What happens if I miss the submission of an assessment task due to illness or misadventure?

- ▶ *Student responsibilities* include:
 - ▶ **NOTIFY** school *at least 24 hrs* after the due date (phone call, text message or email stating you are absent and missing an assessment item)
 - ▶ *On return* to school **submit an application** for *illness or misadventure form* providing **documentation** to support the missed assessment (this needs to be completed as close to the due date as possible)
 - ▶ Upon receipt of all **supporting documentation** the *Deputy Principal* in consultation with *HOD* and *classroom teacher* make a decision. This is done on a case by case basis
 - ▶ **Successful** application = Student receiving a *new due date*
 - ▶ **Unsuccessful** application = Student being **marked on previous evidence** obtained *on or before* due date (e.g. checkpoints and/or draft)
 - ▶ If **no evidence** is available the student will receive a **NOT RATED** for the assessment

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AARA (Extension)

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- ▶ If a student has a *predetermined reason* for an extension they must:
 - ▶ Submit the AARA (extension) form to the Head of Department for consideration *no less than 2 days prior to the due date*
 - ▶ Form must be submitted with *attached documentation* outlining the reason for requesting the extension
 - ▶ Extensions will be considered on a case by case basis and may only be granted in extenuating circumstances
 - ▶ If granted students *MUST attach the assignment extension form signed by HOD* when submitting their assessment

AARA (Extension)

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- ▶ Reasons a student *can* apply for an extension include:
 - ▶ Medical condition which has jeopardised the student's ability to submit an assessment on time
 - ▶ Compassionate grounds relating to death of a family member or close friend
 - ▶ Significant family event
 - ▶ Delay in receiving the assessment task sheet on time

AARA (Extension)

- ▶ Reasons *NOT* generally considered grounds for an extension include:
 - ▶ computer or internet problems
 - ▶ elite athlete commitments
 - ▶ holidays
 - ▶ misreading an assignment due date or exam time
 - ▶ unexpected events causing the loss of a few hours of study time close to the due date
 - ▶ normal levels of stress or anxiety associated with study (accommodations can be made for students with a mental health condition)
 - ▶ moving house or changing address (exceptions may exist when the move is sudden and involuntary)
 - ▶ social or leisure events (other than sporting or cultural activities at an elite level)
 - ▶ minor events or accidents
 - ▶ ordinary family events or commitments

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Managing non-submission of assessment by due date and reasonable attempts (EXAMS)

- ▶ What happens if a student *DOES NOT* sit an exam and *DOES NOT* complete the illness and misadventure form?
 - ▶ Student *must* complete the exam at the *earliest possible time* determined by classroom teacher
 - ▶ *Letter* will be *sent home informing* parents of missed exam and *restating* the *expectations* of a student missing an exam
 - ▶ The letter will also inform parents of the consequences of not providing *supporting documentation* for missed assessment in senior years(10 -12)

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Managing non-submission of assessment by due date and reasonable attempts (EXAMS - not including external exams)

- ▶ If a student is *eligible* for an *ARRA or illness and misadventure* an *extension* of time is granted, this becomes the *new due date*
- ▶ What happens if a student *DOES NOT* sit an exam?
 - ▶ Student *MUST* contact school *within 24 hrs* of exam
 - ▶ On return to school student *MUST* submit an *application* for *illness and misadventure* by providing *supporting documentation* to support the missed exam date
 - ▶ Application must be submitted *as close to the exam date as possible*

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- ▶ Once *supporting documentation* has been received a decision is made
- ▶ *Successful* application = student *completing* the exam(*comparable* or *alternative exam* out of fairness to the cohort)
- ▶ *Unsuccessful* application = student being awarded ***NOT RATED***
- ▶ If a student *does not sit an exam* and *does not apply for an AARA or illness or misadventure* = Student is awarded a ***NOT RATED***

Managing non-submission of other assessment types by due date and reasonable attempts

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- ▶ What happens if a student is away on the due date of an assessment?
- ▶ Student responsibilities include:
 - ▶ *Submit all written components* via email or STILE before or at the time of the start of their lesson (Other required submissions are submitted upon return)
 - ▶ If unable to submit student responsibility
 - ▶ *notify* school within *24 hrs* after due date (phone call, text message or email stating you are absent and missing an assessment item)
 - ▶ on return *complete illness and misadventure form* to support missed assessment
 - ▶ *HOD* makes a decision on new submission requirements
 - ▶ ***NO CONTACT MADE*** within 24 hours and illness and misadventure form *not* completed ***TEACHERS will mark*** collective progressive *evidence* of student response gathered at prescribed *checkpoints*

Managing non-submission of other assessment types by due date and reasonable attempts

- ▶ What happens if a student is away on the due date of an assessment?
- ▶ Student responsibilities include:
 - ▶ **Submit all written components** via email or STILE before or at the time of the **start** of their lesson (Other required submissions are submitted upon return)
 - ▶ If unable to submit student responsibility
 - ▶ **Notify** school **within 24 hrs** after due date (phone call, text message or email stating you are absent and missing an assessment item)
 - ▶ On return student must submit an **application for illness and misadventure** by providing **supporting documentation** to support the missed due date
 - ▶ Applications **MUST** be submitted **as close** to due date as possible

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- ▶ Once all *supporting documentation* has been received a decision on the application is made
- ▶ *Successful* application = *Deputy Principal* issuing *new* submission requirements
- ▶ *Unsuccessful application* OR *contact* with school was *not made within 24 hours* of the due date OR *student fails to apply for an AARA or illness or misadventure* = Teacher will *mark* collected progressive evidence of student response gathered at prescribed *checkpoints*

Non-Submission and Reasonable attempt requirements

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- ▶ *What is a reasonable attempt?*
 - ▶ A reasonable attempt allows a teacher to *assign a grade using the relevant criteria*
 - ▶ If a student's submission **DOES NOT** meet a reasonable standard they will receive a **school based consequence** until assessment is completed to a reasonable standard
 - ▶ The student will be required to **attend after school catch up in 2 weeks** after initial due date if a reasonable attempt is not submitted
 - ▶ *A note sent home* notifying parent/carers of non-submission or unreasonable attempt being submitted
 - ▶ *School based consequences enforced which will include:* being restricted from representing the school, participating in extra-curricular activities and attending non-compulsory excursions until the assessment has been completed to a reasonable standard.

How do I regain eligibility to participate in school activities?

- ▶ Students can *regain* eligibility to participate in school activities by *completing* any outstanding assessment (exams or assignments) to a *REASONABLE* standard.

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Procedures for non-submission and late assessment for Vocational Education

- ▶ Procedures are the same as all other assessment, *HOWEVER* students are able to *resubmit* their assessment *within the reasonable limits* outlined earlier and have this assessment used to *demonstrate their competence* for relevant course modules

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Academic Misconduct

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- ▶ What is academic misconduct?
 - ▶ Occurs when a student *inappropriately or falsely* demonstrates their learning(refer to QCE and QCIA policy and procedures handbook)
 - ▶ *Examples* may include:
 - ▶ Collusion
 - ▶ Cheating while under exam conditions
 - ▶ Contract cheating
 - ▶ Copying work
 - ▶ Disclosing or receiving information about an assessment
 - ▶ Fabricating
 - ▶ Impersonation
 - ▶ Misconduct during an exam
 - ▶ Plagiarism or lack of referencing
 - ▶ Self-plagiarism
 - ▶ Significant contribution of help

Managing Academic Misconduct

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- ▶ All instances of *academic misconduct* during an assessment process will result in :
 - ▶ *Results* will be *awarded using evidence* from the preparation of the response that is available and *verifiably* the *student's own work*
 - ▶ The *work* was gathered in the *conditions specified by the syllabus, on or before the due date*

Managing Academic Misconduct during Exams

- ▶ Students will be marked on *evidence available* in the *exam* that is *determined to be the student's own work*.
- ▶ **If no evidence the student is awarded a NOT RATED**
- ▶ Where appropriate the school's behaviour management policy (School Code of Conduct) will be implemented
- ▶ Please refer to QCE and QCIA policy and procedures handbook(Sections 8.5.1 and 8.5.2)

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Managing Academic Misconduct during Exams

- ▶ **Students will be awarded a *NOT RATED***
- ▶ Where appropriate the school's behaviour management policy (School Code of Conduct) will be implemented
- ▶ Please refer to QCE and QCIA policy and procedures handbook(Sections 8.5.1 and 8.5.2)

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