



## Whole School Assessment Policy

### Rationale

This policy applies to all students and staff at Palm Beach Currumbin State High and is intended to provide clear and consistent guidelines about assessment. It aims to ensure the application of policies and procedures that are fair and equitable to all students from Years 7 to 12.

### School Responsibilities

- Publish all draft and final assessment due dates on the school calendar and assessment task sheets. Draft dates may vary in cases where a subject has multiple classes.
- Provide students with assessment instruments in an appropriate time frame.
- Provide appropriate opportunities for feedback and completion of assessment.
- Collect evidence at appropriate stages of the assessment process.
- Supervise students in compulsory lunchtime detentions to complete assessment to an appropriate standard on the day, or as close to the day, that the assessment or draft was due but not submitted.
- Contact home regarding concerns about progress on assessment, failure to submit drafts or final assessment.
- Implement Behaviour Management Process for students who do not adhere to Assessment Policy including detentions until draft requirements are submitted/demonstrated.

### Student Responsibilities

- Ensure all assessment tasks submitted are the original work of the student.
- Use the school system of Referencing (APA style guide available at Library).
- Submit drafts and final items of work, which meet the mandated requirements of the course and demonstrate achievement against the standards and criteria of the subject.
- Save electronic copies of assessment items in their school folder.
- Submit all assessment tasks by the due date.
- Complete an Application for an extension/change of date or an Application for special provision (these can be found on the school website under Rules and Policies) prior to due date (extensions must be applied for at least 48 hours in advance, except in extenuating circumstances) and submit to Head of Department/Guidance Officer providing support documentation to validate the extension/provision.
- When indicated on the task sheet, submit written assessment to 'Turn it in' and attach report to task.
- Attends all assessment on scheduled date (permission to sit an assessment on an alternate date will be at the discretion of the school).

### Parent/Caregiver Responsibilities

- Encourage students to submit all drafts and final assessment instruments by the due date.
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.
- Contact the school if their student is absent on the assessment due date.

### Exam Blocks

During an exam block, students (Year 10-12) only attend school for their timetabled exams. At other times, students study at home. If at school, students are either in an exam or waiting for a block exam to commence. In this case they may conduct study in the Resource Centre; students must check in with the Librarian. Students who are not remaining on the school grounds after completing an exam are not required to sign out at the office.

Students must wear correct school uniform. Students should not be admitted into an exam if they are not in uniform and/or without a uniform pass from a Deputy Principal. Please refer these students to a Deputy Principal immediately.

The block exam schedule indicates the starting time of each exam session, the room to which has been allocated for the exam, and the time of completion of the exam. Students have been directed to arrive at the exam room at least 10 minutes before the start of the session. Students must remain in the exam for the total time allocated to the exam e.g. if it is a two hour exam, students remain for the full two hours. There are no early departures. Bus students who must remain at school all day are to study in the Resource Centre; they must check in with the Librarian.

Assessment such as assignments that are due during the block exam period must be submitted by 9:00am on the due date to the office as per Palm Beach Currumbin State High Assessment Policy.

### **Submission of assessment tasks**

The final copy of the task must be submitted by 9:00am on the due date. Students may submit the task to the teacher in class or school time prior to the due date. Where students have been given prior approval to email assessment items to teachers, the 9:00 a.m. deadline must be adhered to.

For predominantly non-written pieces of assessment e.g. orals, the due date for written support materials will be the first day of presentations.

Where a teacher is concerned about a student's ability to submit the task by the due date (due to progress check dates not being met) they can direct the student to complete the task in that lesson. An adequate attempt at the assessment (one that provides evidence against the criteria for that assessment task) is expected in that lesson. Failure to do so will result in the student being referred to the Head of Department. The student will receive a not rated (NR) if there is no evidence that any of the marking criteria has been met.

### **Drafts**

Drafting is considered a crucial part of the teaching and learning process. It is compulsory for students to submit a draft by the due date indicated on the assessment cover sheet. The minimum requirements of the draft are to be determined by the HOD and clearly stated on the cover sheet. Failure to do so will result in lunch detentions with the subject teacher until the draft is complete. This policy is aligned with the Behaviour Management plan and persistent breaches of the drafting policy will result in consequences from the Behaviour Management plan.

### **Plagiarism**

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

Examples of plagiarism include:

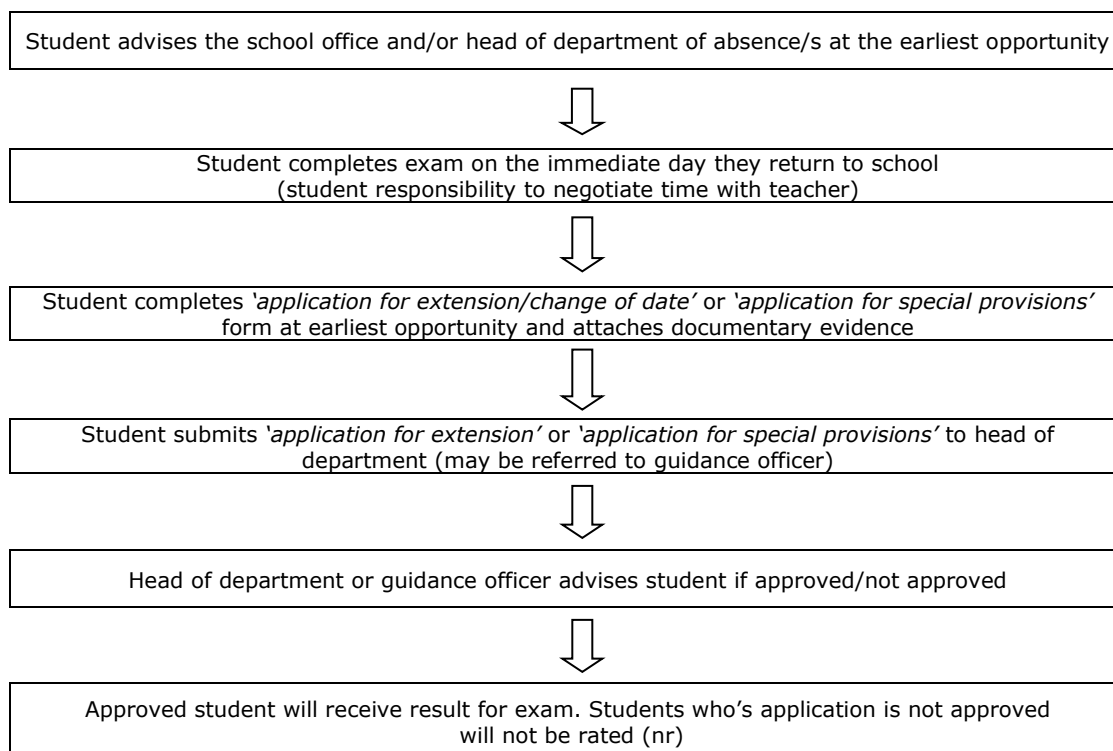
- Word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, websites or other students' assignments).
- Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgement of the original work or works in the form of referencing.
- Copying computer files in whole or in part without indicating 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.
- When it has been established that a student has submitted plagiarised work for assessment, credit will only be given on their own work. If the whole task has been plagiarised, it will be treated as a non-submission.

## Legislation and Policies Related to Assessment

- Late submission and non-submission of student assessment in Authority subjects and Authority-registered subjects (QSA, January 2009)
- Policy on Special Provisions for School Based Assessment in Authority subjects and Authority-registered subjects (QSA, January 2009)

**Please note:** In an effort to reduce the school's ecological footprint and minimise unnecessary paper use, students are encouraged to print assignments in duplex model. Teachers should also consider paper conservation when requesting copies of referenced material.

## Procedure for missed examinations



## Procedure for requesting an extension/change of date for an assignment

