



ASSESSMENT POLICY

School Expectations

Students are expected to engage in their course of study as fully and effectively as their capabilities allow. This engagement will be demonstrated in their regular and punctual attendance to school and classes, compliance in class, completion of all required in-class work, homework, assessment, work placement and competency completion.

The school's pedagogical model of the Art and Science of Teaching provides the strategies and structures around which teachers can create engaging and appropriate experiences for students to ensure that all students' learning needs are catered for and students can achieve the best results they are capable of.

Due Dates and Planning

At the commencement of each semester students will have access to individualised assessment schedules. Students have semester planners in their diaries in which to note the due dates of their assessment/exams/work placement/competency/ due dates.

This will be supplemented by teachers handing out semester planners detailing the topics for the semester as well as the due dates for assessment.

All assessment pieces, when handed out, will have the date on which the draft is due to allow each student to get feedback, as well as the due date for the completed assessment piece.

Absence For Assessment

Junior School Yr 7 – 10

Aware of absence for assessment:

Student is to take a note to the HOD of the subject they will miss the due date for. The HOD will arrange an alternate date, or similar, and note this in the students diary. The HOD will notify the student's teacher of the changed assessment date

Unaware of absence for assessment:

Students who fail to hand their assessment in on the due date, or complete an exam on the set date, need to contact the HOD of the subject as soon as is practicable so alternate date/arrangements can be made. Failure to do so may invoke an academic penalty.

Senior School Yr 11/12

(AARA: Access Arrangements and Reasonable Adjustments. This is the term now used to cover all situations where students need adjustments to be made to ensure they have fair access to completing assessment due to a medical condition or disability, or in the case of illness and/or misadventure.)

Aware of absence for assessment:

If a student is aware they will be away for a piece of assessment they need to make a formal application for AARA. To apply for AARA the student completes an AARA form (available from the office or the schools website). The application must have attached supporting documentation, such as medical certificate, sport selection confirmation letter, etc. This is then handed to the Deputy in charge of the students Yr level.

Unaware of absence for assessment:

When a student misses an assessment piece owing to unforeseen circumstances such as illness or misadventure the student, or their parent/guardian needs to contact the school, speak with the Deputy Senior Schooling, to explain the situation as soon as is practicable. On the next day the student is at school, they should bring in a completed AARA form with attached documentation to the Deputy Principal SS. Be aware, some applications may be not approved under QCAA guidelines.

Plagiarism

Plagiarism is the copying and use of the words of another author without acknowledging the source. You need to be aware that plagiarism is a serious offence at our school. Ensure you are careful with note making and referencing to guard against this practice. Penalties will involve loss of credit for the plagiarised work. The school utilises "Safeassign" to check for plagiarism. In senior it is expected that students will have their work checked via safeassign before submitting.