



**Urangan state high school**



# URANGAN STATE HIGH SCHOOL

## Policy and Procedure Statement

### ASSESSMENT POLICY



**Mail** PO Box 5100  
Urangan QLD 4655  
**Deliveries** Robert Street  
Urangan QLD 4655  
**Emails** [the.principal@uranganshs.eq.edu.au](mailto:the.principal@uranganshs.eq.edu.au)  
[PandC@uranganshs.eq.edu.au](mailto:PandC@uranganshs.eq.edu.au)  
**web** [www.uranganshs.eq.edu.au](http://www.uranganshs.eq.edu.au)

**Phone** 07 4197 0111  
**fax** 07 4125 5436



Assessment is an integral part of the school curriculum and is defined as any item of work that enables students to demonstrate their knowledge, understanding, application of skills or evaluation of learning experiences.

To ensure all students meet their obligations regarding completion of a course of study, this school assessment policy ensures staff, students and parents are aware of the expectations and responsibilities regarding assessment practices.

The assessment process will be supportive, encourage student participation and provide learning experiences appropriate for assessment completion.

Progressive monitoring is important and may be used for making a judgment in the absence of final summative assessment.

There will be consistent consequences across all year levels and subject areas for missed, late or non-submission of work to ensure fair and equitable decision making and treatment.

### ***Student responsibility***

Students are expected to:

- Attend lessons regularly and to participate in class.
- Perform and complete appropriate assessment tasks to enable fair and valid grades to be determined.
- Ensure assessment items are completed and submitted on time.
- Complete missed assessment items as per this policy.
- Hand assessment directly to the teacher or to office reception. (under certain circumstances)
- Backup computer files.

### ***Teacher responsibility***

Teachers are expected to:

- Complete Assessment Calendars using advertised deadlines.
- Use the Assessment Calendar to log submission of student work.
- Contact home re non-submission or work of poor quality.
- Follow the Assessment Policy conditions
- Grade assessment in a timely manner.
- Provide feedback to students and profile data in a timely manner.
- Store assessment items according to faculty policy.

### ***Speaking or performing assessment***

Ongoing assessment items such as orals and performances may take several days to complete. In such instances, teachers will negotiate reasonable times with students. If a student has an oral or performance presentation on the same day as two exams, teachers are asked to be flexible and allow students to present on another day.

Refusal to perform on the due date will be treated as a non-submission.

Absence on the due date will require a phone call to the school.

### ***Assessment Collection Process***

Assessment must be handed to the teacher in person and the teacher will have a process in place that records the submission.

Assessment must be handed to the teacher personally, not left in staffrooms with other teachers

If a student is unable to hand the assessment directly to the teacher, it should be left at the office and a receipt will be issued accordingly.

### ***Extensions/Absences/Technology breakdowns***

**In all cases**, the student needs to complete the "Alternate Test Date and Assignment Extension Application" form.

The Head of Department may grant an extension **prior** to the due date if in her/his opinion a sufficient reason exists.

If a student is absent on the day for:

- Examinations:
- the school must be phoned on the day and the advice relayed to the Head of Department as soon as possible.
  - A medical certificate is recommended for senior students.

Other submissions: send the task to the office with a friend or parent, OR have the parent / carer phone the office to explain the absence.

Technological breakdowns will not be accepted as a valid reason for work handed in late. Students are expected to save and backup their work for submission in the event of a technology failure.

## ***Cheating and Plagiarism***

If a student is caught cheating or plagiarising, they should be aware that a 'no credit' may jeopardise successful completion of the semester and will be dealt with as per below.

The student's parent/carer will be notified of the breach.

If a student is caught cheating, he/she will be deemed to have failed to demonstrate the required outcomes. The matter will be referred to the Head of Department (HOD) who will determine the extent of non-credit that is given to the student. If any communication (verbal or non-verbal) occurs during a test, this will be treated as cheating. The teacher who identifies the act of cheating will sign and date the paper accordingly. The parent/carer of the student will be notified.

If a student plagiarises, the assessment piece or part thereof will be penalised in accordance with the relevant work program requirements for demonstrating the unit outcomes.

## ***Late and Non Submission***

Judgments of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus.

Urangan State High School provides each student an individual assessment calendar at the beginning of each semester. Students are expected to complete all assessment items. A number of scenarios exist where a student does not satisfy the requirements of the assessment instrument. In all scenarios an explanatory note will be recorded on the students profile.

<b>Scenario</b>	<b>Action</b>
Student does not submit an assessment item	Teacher makes judgments using evidence available on or before the due date.
Student submits an assessment item after the due date	Teacher makes judgments using evidence available on or before the due date.
Student is absent on the due date	Principles of Special Provision are applied. Where Special Provision is not appropriate the teacher makes judgments using evidence available on or before the due date.
Student requests extension	Student applies for an extension prior to the due date. Principles of Special Provision are applied. Where an extension is not granted then teacher makes judgments using evidence available on or before the due date.
Student absent on day of test/examination	Principles of Special Provision shall be applied provided adequate communication exists on or before the due date
No evidence available	Standards are not awarded and an 'N' is recorded on the students profile. A letter is sent to the students caregiver indicating the possibility of no credit for the semester.

As part of the development process, students should be monitored as they undertake the requirements of the assessment instrument. Evidence will be gathered prior to student submission or completion of an assessment task.

- ◆ Direct evidence includes: emails, photographs, journals, recordings, etc
- ◆ Indirect evidence includes: annotated task specific criteria sheets, notes of an interview, peer assessment.

Where indirect evidence is used there will be a balance with direct evidence. The method by which monitoring evidence will be gathered will be specified on the task sheet. School procedures are outlined in the attached flowchart. After school detentions will be scheduled during Leadership Team meetings and on Wednesday afternoons. Staffing will be on a rotation basis from the Leadership team and from volunteers.

## **Special Provision**

Special provisions means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Urangan State High School provides opportunities to all students, including those with specific educational needs, to demonstrate their current knowledge and skills. Reasonable adjustment involves varying the conditions under which assessment occurs in order to enable students to have opportunities to demonstrate their knowledge and skills in a course of study.

**Examples:**

- ◆ allowing the use of specialised equipment to accommodate a student's disability (e.g. keyboarding rather than handwriting)
- ◆ providing a reader or scribe
- ◆ providing assistance with the interpretation and comprehension of assessment items for students with language difficulties
- ◆ allowing additional time for students to complete assessable tasks
- ◆ giving Aboriginal and Torres Strait Islander, migrant and refugee students the opportunity to present their cultural experiences in responses to assessment items
- ◆ rescheduling an assessment item to cater for unexpected circumstances
- ◆ A reasonable adjustment does not include adjustments which are a component of the knowledge or skill being assessed.

**Exemption**

Exemption refers to a school allowing non-completion of a piece of assessment.

- ◆ An exemption shall only be allowed when there is sufficient alternative information to make a judgement about an exit level of achievement.
- ◆ An exemption is inappropriate if it results in insufficient evidence being available to make a judgment about the student's exit level of achievement.
- ◆ An exemption is inappropriate if it results in the student being unable to meet the mandatory requirements stated in a syllabus or study area specification.

**Semesters of Credit**

*"Students may not be awarded semester units in which 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"*

A student may receive no credit for a particular semester if a Level of Achievement cannot be determined from information gathered about student achievement in those aspects stated in the syllabus as being mandatory. Teachers will consult with the Head of Department in such cases. Appropriate letters sent to caregivers will be followed with a letter indicating no credit.

The principal will use the principles of selective updating and fullest and latest to determine the number of semesters credited to a student when the student exits the course.

**Levels of Achievement**

On completion of the course of study, Urangan State High School awards each student an exit level of achievement. Judgment of student achievement at exit from the two-year course of study is derived from information gathered about student achievement in those aspects stated in the syllabus as being mandatory.

When teachers are determining a standard for each criterion, it is not always necessary for the student to have met each descriptor for a particular standard for each assessment item; the standard awarded should be informed by how the qualities of the work contained in the student folio match the descriptors overall. In the application of decisions about individual students, the set of assessment results does not have to be the same for all students. Opportunities may be provided for students to complete and submit additional tasks, however students will not rework or resubmit previously graded assessment tasks.

The Student Achievement Index, SAI, provides the capacity to distinguish between student work for complete and incomplete folios.

**Consequences**

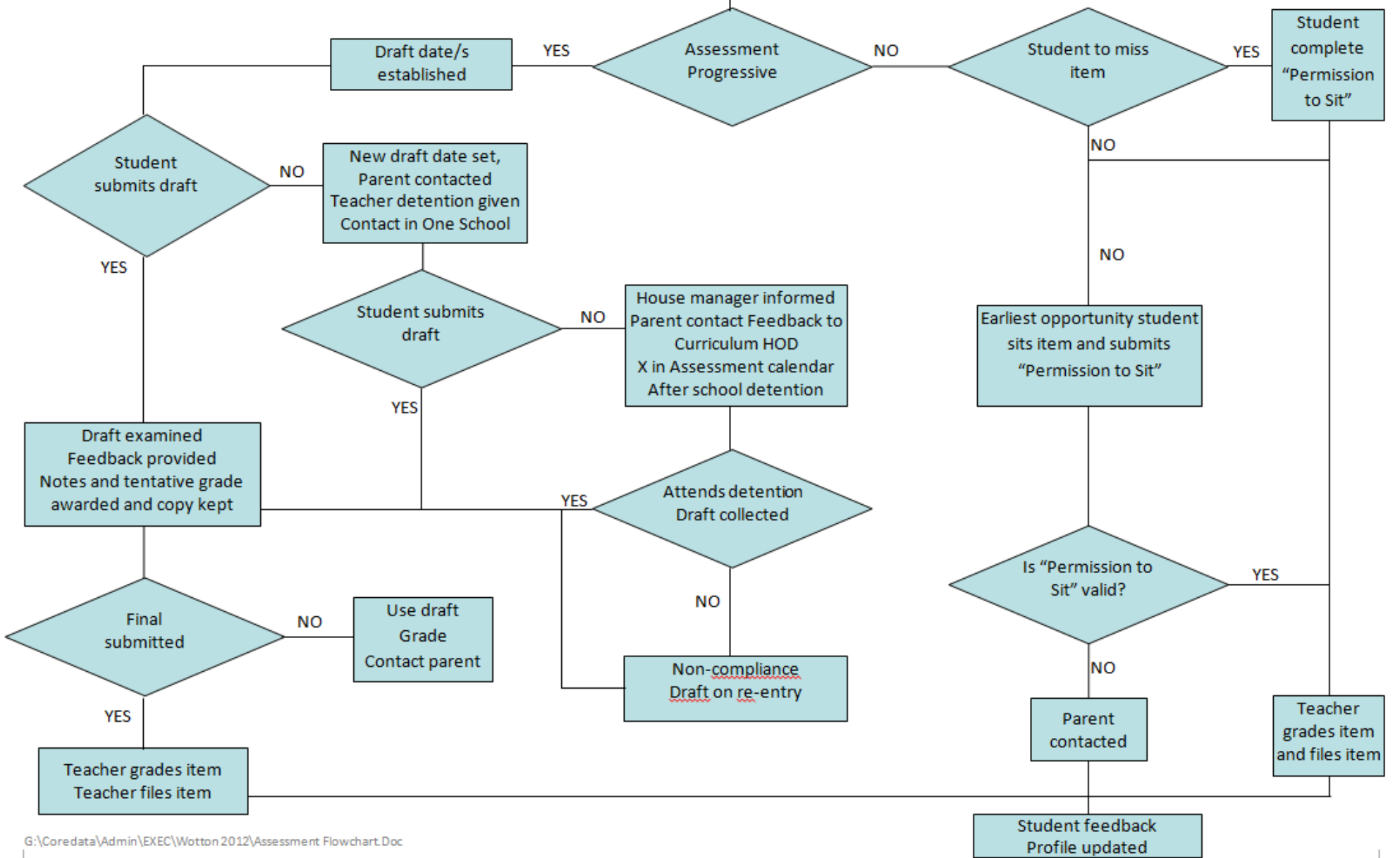
If a teacher is concerned that a student is not going to complete their assessment task to a satisfactory standard, then they will make contact with parents. The students will be directed to attend After School Detentions and/or withdrawal from class in order to complete the task and achieve their best possible result.

If the work is not submitted on the due date, a mark will be awarded for drafts or other evidence sighted by the teacher on this date or beforehand.



# NON SUBMISSION OF ASSESSMENT INTERVENTION FLOWCHART

Assessment set as per syllabus/curriculum guidelines. School policy followed.





**URANGAN STATE HIGH SCHOOL  
ALTERNATIVE ASSESSMENT DATE  
ASSIGNMENT EXTENSION APPLICATION**

All State High Schools must follow the assessment policy determined by the Queensland Studies Authority. If illness, family circumstances or other difficulties prevent you from sitting for a test on the set date, or from handing in an assignment on the due date, the following form must be completed.

**Responsibilities for sitting a late test are as follows:**

- Parent / Guardian to notify the school as soon as possible.
- Student to follow-up and arrange suitable time for assessment.

**Responsibilities for assignment extension are as follows:**

- Request must be made **BEFORE** due date.
- Evidence of progress to date must accompany request.

**Student's Name:**

**Form:**

**Subject:**

**Teacher:**

**Assessment item:** Please circle Exam / Assignment

**Due Date:**

**Reason for Request:**

**Parent / Guardian Signature:**

**Date:**

**Teacher's Recommendation:**

Support Request

YES / NO

**Comments:**

**Teacher's Signature:**

**Date:**

**Head of Department's Decision:**

Support Request

YES / NO

**Comments:**

**New Due Date:**

**Head of Department's Signature:**

**Date:**



## AT RISK OF RECEIVING NO CREDIT



«ParentName»  
«Address\_Line\_1»  
«CityCode»

Dear «ParentName»

I am writing to inform you of the performance of your «son\_daughter», «StudentName» in the subject year «year11\_12» «Subject», Semester «semester1234».

*Queensland Studies Authority policy states:*

*“If a student consistently does not hand in assessment items for the subject then a student may still receive a level of achievement at exit but will not be given credit for the semester where assessment items were not submitted.”*

A full version of the QSA policy can be found at <http://www.qsa.qld.edu.au/yourqsa/policy/docs/late-sub.pdf>

Due to your «son\_daughter»'s performance, «StudentFirstName» is at risk of receiving no credit for these semesters in «Subject». This is due to non-submission of assessment tasks as outlined in the assessment calendar and the work program.

- Non-submission # 1: «Nonsubmit1»
- Non-submission # 2: «Nonsubmit2»
- Non-submission # 3: «Nonsubmit3»

If you would like to discuss this matter, please contact me.

Yours sincerely

«HODName»  
Head of Department - «Department»

**ROSS ZELOW**  
Principal



## NO CREDIT



«ParentName»  
«Address»  
«CityCode»

Dear «ParentName»

I am writing to inform you of the performance of your «son\_daughter», «StudentName» in the subject year «Year11\_12» «Subject», for Semester «semester1234».

*Queensland Studies Authority policy states:*

*“If a student consistently does not hand in assessment items for the subject then a student may still receive a level of achievement at exit but will not be given credit for the semester where assessment items were not submitted.”*

A full version of the QSA policy can be found at <http://www.qsa.qld.edu.au/yourqsa/policy/docs/late-sub.pdf>

Due to your «son\_daughter»'s performance, «StudentFirstName» has received no credit for these semesters in «Subject». This is due to non-submission of assessment tasks as outlined in the assessment calendar and the work program.

- Non-submission # 1: «NonSubmit1»
- Non-submission # 2: «NonSubmit2»
- Non-submission # 3: «Nonsubmit3»

If you would like to discuss this matter, please contact me.

Yours sincerely

«HODName»  
Head of Department - «Department»

ROSS ZELOW  
Principal





## Assessment Policy Supplement Assessment Conditions

Urangan State High promotes the “pursuit of excellence, every minute, every day” and attempts to provide for the best opportunity for the highest student outcomes across the entire spectrum of school involvement in a regime of continuous school based assessment. Assessment is an integral part of learning and must be planned as an integral part of the curriculum development process. Assessment as learning and for learning should be maximised and assessment of learning should be minimized where ever possible.

With this focus in mind the following maximum conditions, unless stated in a QSA/National Curriculum syllabus and applied by calendar in the previous semester, will apply to assessment each school term:

- Supervised written assessment items per subject 120 minutes
- Extended responses assessment 1500 words senior and 1000 words Junior
- Performance based assessment 5-7 minutes and supporting documentation
- Product based assessment eg multi-modal responses: 5–7 minutes and supporting documentation / model

Assessment should be designed so that the learning tasks are based around the Common Curriculum elements and use that language. Criteria sheets are to be explicit and contain specific achievement requirements of the higher grades. Criteria sheets are further to be written in student friendly language. Sample of an A performance in non-test items must be available for all students.

Feedback to students and families about learning is a vital part of curriculum planning. Assessment is to have the following feedback conditions:

- Two week turnaround on all assessment instruments with feedback then provided to students
- All Junior assessment, unless repeated for other classes in that semester, is to be sent home as part of the feedback process.