Assessment Policy

INTRODUCTION
The assessment process at Maryborough State High School aligns with classroom learning experiences, is supportive and encourages student participation.
To ensure fair and equitable treatment, processes dealing with missed, late or non-submission of work will be consistent across all year levels and subject areas.

THE PURPOSES OF ASSESSMENT
• Inform programs of teaching and learning to provide feedback to students, parents and teachers to promote, assist and improve learning
• Provide information for the issuing of certificates of achievement

ASSESSMENT DATES
➢ Students are required to meet due dates set for all assessment tasks before 3.30pm.

STUDENT RESPONSIBILITY
Students are required to:
➢ Adhere to task requirements
➢ Attend lessons regularly and participate in class
➢ Ensure assessment items are completed and submitted on time with task criteria sheet attached
➢ Complete missed assessment items as outlined in this policy
➢ Submit assessment to student services
➢ Backup computer files. Technological breakdowns will not be accepted as a valid reason for late submission.

SPECIAL PROVISIONS
Under Queensland Curriculum and Assessment Authority Policy on Special Provisions, variations to assessment conditions may be made to facilitate a student’s access to a task. However, the assessment criteria and standards must not be modified.

“Special provision means making reasonable adjustments to assessment conditions that ensure equitable opportunities for all students.
Special provisions may apply to any student, depending on the circumstances. In making a decision about special provision, the school is required to consider what adjustment to assessment conditions are reasonable in the circumstances.
Equity in assessment requires that all students have an opportunity to demonstrate their current knowledge and skills, free from bias and misrepresentation.”

SUBMISSION OF DRAFT ASSESSMENT
➢ A draft assessment is to be submitted by the assigned due date (as stated on the task sheet)
➢ Year 7-9, drafts submitted to teacher
➢ Year 10-12, draft submitted to Student Services or emailed to teacher (no later than 3:30pm on the due date)
➢ Draft checking by the teacher provides feedback and improvement strategies to students
➢ Teachers will return draft within reasonable time for students to amend and refine for final submission
(1 week)

NON-SUBMISSION OF DRAFT BY DUE DATE

- A list of students who do not submit a draft will be referred to the HOD
- Direct intervention by HOD – student to be withdrawn or detained to complete draft
- Teacher to inform parents and HOD of non-submission
- HOD to monitor submission and course of action – cc - HOD Student Performance

SUBMISSION OF FINAL ASSESSMENT

- Year 7-9, submitted to teacher
- Year 10-12, submitted to Student Services (no later than 3:30pm on the due date)

NON-SUBMISSION OF FINAL ASSESSMENT

- Teacher is to record evidence of student non-submission of final assessment
- Teacher will assess the draft assessment against the criteria and this will be the student result for the task
- HOD / Teacher to inform parents of non-submission and course of action taken

SPEAKING OR PERFORMING ASSESSMENT

Where an assessment task will be delivered by students in the class over more than one lesson, all students are required to submit the written component of the task to Student Services, no later than 3:30pm on the due date. This ensures equal preparation time.

EXTENSION/ABSENCE

A ‘SAT Late’ application is completed by a student when requesting an extension or when absent for assessment. Completed application is submitted to class teacher and then referred to Head of Department and Administration for consideration. Students are required to submit an application before the due date where applicable.

NB. Students participating in Excursions and Sporting Events will be required to submit a SAT late.

If a student is absent on the day of submission of an assignment, arrangements should be made:
- To contact the school and explain the absence,

and
- To have it delivered to the school office with a parent or friend
- To have it emailed to the school office or the teacher
- SAT Late completed if submitted late

If a student is absent on the day of an examination or speaking or performing task, arrangements should be made:
- To contact the school office and explain the absence
- To gain a medical certificate where possible
- To negotiate with the HOD concerned for submission or SAT late

CHEATING AND PLAGIARISM

Students are expected to:
- Ensure that all work submitted is their own work
- Use the appropriate conventions for citing and referencing information

Where plagiarism or cheating is detected teachers will take action to ensure that results are awarded fairly for all students in the cohort. These may include:
- Actions in the syllabus standards descriptors
- Deletion of the plagiarised/copied work before basing judgements on the student-authored work only
- Requiring students to submit additional evidence (eg answering questions orally or submit an alternative task)
- Actions specified in approved work programs

Repeating offenders may jeopardise QCAA or AQTF course completion requirements and forfeit credit for some aspects of the course.