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 (if physical submission).

- All students are required to meet due dates for all assessment tasks before 11:59pm if using electronic submission

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 School Services or Safe Assign (SA)

- Backup computer files. Technological breakdowns will not be accepted as a valid reason for late submission.

SUBMISSION OF DRAFT ASSESSMENT

- A draft assessment is to be submitted by the assigned due date (as stated on the task sheet)

- All drafts are submitted for Compulsory students to the teacher in person or via email. Post-compulsory students submit drafts to School Services or Safe Assign (SA)

- 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

We Value, Develop and Empower Our Students

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The Department of Education trading as: Education Queensland International (EQI) CRICOS Provider Number 00608A

NON-SUBMISSION OF DRAFT BY DUE DATE

- A list of students who do not submit a draft will be referred to the HOD, a text message will be sent or the teacher will contact parent

- Direct intervention by HOD – student to be withdrawn or detained to complete draft

- HOD to monitor submission and course of action

- Potential loss of good standing

SUBMISSION OF FINAL ASSESSMENT

Submitted to School Services to provide an official receipt no later than 3:30pm on the due date or electronically submitted through Safe Assign no later than 11:59pm 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 School Services, no later than 3:30pm on the due date or to Turnitin by 11:59pm. This ensures equal preparation time.

AARA / EXTENSION / ABSENCE

A Request for Extension 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 for consideration. Students are required to submit an application before the due date where applicable. For post compulsory AARA Extensions, please see Senior School Administration staff.

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 teacher or Safe Assign

- Request for Extension completed if submitted late

- If a student is absent on the day of an exam or speaking or performing task, arrangements should be made:

- To contact the school office and explain the absence

- To gain a medical certificate

- To negotiate with the HOD concerned for submission or Request for Extension

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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:

- HOD referral

- 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 (e.g. 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.

End of Assessment Policy

Post Compulsory students - Please refer to the Post Compulsory Assessment Policy and AARA Extension application form for specific information. These documents can be found at https://maryboroughshs.eq.edu.au/curriculum/senior-secondary

Do you want to email your teacher? Visit

https://maryboroughshs.eq.edu.au/Ourschool/Ourstaff/Pages/Ourstaff.aspx

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