



ASPIRE - LEARN - ACHIEVE

Senior Assessment Policy – Quick Guide

How do I know when my assessments are due and exam dates?

Check your assessment schedule that is distributed at the start of each semester. Your teacher will advise of any updates to published due dates that impact on the whole cohort due to unforeseen interruptions to learning if required.

What happens if I don't submit a draft?

If you don't submit a draft then you are missing out on important feedback that could help you secure a passing grade or achieve to your potential in the A or B range. Submitting a draft provides evidence that your work is your own, as your teacher will be able to see the development of your response over time. It also provides a safety net in case you do not submit your final copy by the due date as extensions can only be provided for justifiable reasons by the QCAA Principal's Delegate (Deputy Principal Senior Secondary Student Services). If you fail to submit drafts, this may be used as evidence if you are at risk of having your enrolment cancelled due to a lack of participation in your courses.

What do I do if I am sick or absent due to other unforeseen reasons leading up to an assignment due date or exam?

Get in contact with the HOD Senior Secondary as soon as possible to explain your circumstances. They will be able to put support in place, for example some extra tutorial time, or assistance with applying for an extension for your assignments or variation to exam dates if required. Supporting documentation may be required (e.g. medical certificate).

What do I do if I am sick or absent due to other unforeseen reasons on the due date of an assignment or on the day of an exam?

Get in contact with the HOD Senior Secondary or Deputy Principal Senior Secondary Student Services as soon as possible (either on the day of your absence or your first day back at school) to explain your circumstances and get assistance with applying for a variation to exam date. Supporting documentation may be required (e.g. medical certificate). You will be required to sit a comparable exam rather than the same exam as the rest of the cohort. If you miss handing in an assignment on the due date because you are away, you may have grounds for consideration for late submission. The QCAA Principal's Delegate (Deputy Principal Senior Secondary Student Services) will take into consideration the reason for your absence, duration of your absence, evidence provided through the drafting process and your history of academic good standing (i.e. submitting tasks on time previously).

What do I do if I have planned absences (e.g. sporting commitments, family holiday) leading up to an assignment due date or exam?

Get in contact with the HOD Senior Secondary as soon as possible to explain your circumstances. Some planned absences are not recognised by the QCAA as grounds for assessment extensions. If your absence reason does not meet the requirements to be approved for an extension or variation to exam date, you will be required to complete your assessment as per the assessment calendar.

What do I do if I have a planned absence (e.g. sporting commitment, family holiday, specialist medical appointment) on the due date of an assignment or on the day of an exam?

Get in contact with HOD Senior Secondary as soon as possible to explain your circumstances and get assistance with applying for an extension for your assignments or variation to exam dates if you meet the eligibility requirements. Supporting documentation may be required. If your absence reason does not meet the requirements to be approved for an extension or variation to exam date, you will be required to complete your assessment prior to your absence.

What happens if I don't submit an assessment?

If you have no grounds for an extension, your teacher will be instructed to grade the evidence that they have available on the due date (e.g. documentation collected through the drafting process). If you did not submit a draft and no other evidence is available, you will receive an 'N' for that task and therefore will be 'Not Rated' for that unit of work. This may impact on QCE and ATAR eligibility. You may commence or continue to the next stage of the cancellation process for refusal to participate in the educational program of the school.

What happens if I don't attend an exam?

If you have no grounds for a variation to exam date, you will receive an 'N' for that task and therefore will be 'Not Rated' for that unit of work. This may impact on QCE and ATAR eligibility. You may commence or continue to the next stage of the cancellation process for refusal to participate in the educational program of the school.

What do I do if I have an impairment or medical condition that requires adjustments to the conditions of my assessment? (e.g. extra time in exams, use of a computer, separate exam room)

You, your parent / carer or your case manager need to make contact with the Senior Secondary Guidance Officer or Deputy Principal Senior Secondary Student Services as soon as possible to discuss the functional impacts of your

condition on assessment. Supporting documentation is required to approve all adjustments. This can be discussed with you at your initial meeting. You will be supported through the entire application process by school staff. Some adjustments can be approved at the school level, while other adjustments must be approved by the QCAA. Therefore commencing the application process as early as possible is important.

What happens if I use AI (artificial intelligence) to help me write my assignment or engage in other academic misconduct?

You can only be graded tasks that can be authenticated as your own original work. Utilising Artificial Intelligence to help generate a response is not acceptable, just like plagiarism from other students, the internet or other texts is not allowed, or other forms of academic misconduct such as cheating in exams.

When authorship of your work cannot be established, or a response is suspected to not entirely be your own original work, you will be provided with an opportunity to demonstrate that the submitted response is your own work (e.g. by showing evidence of the drafting process). You may also need to attend an interview with the Head of Department or Deputy Principal to discuss how you developed your response and explain sections of your response.

In situations where your response cannot be authenticated as your own original work, the teacher will annotate your assessment to indicate which sections have been graded. Where no elements of the assessment can be verified as your own original work, 'Not Rated' (NR) will be recorded as the assessment result. This may have implications for ATAR eligibility and will result in no QCE credits being awarded for the unit/s. Further consequences may be applied by the Deputy Principal Senior Secondary Student Services, including commencing or progressing to the next stage of the cancellation of enrolment process.