



ASPIRE - LEARN - ACHIEVE

ASSESSMENT POLICY

STUDENT GUIDE

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Assessment Policy

Context

This policy is to inform students, parents and teachers of the key principles around assessment and assessment requirements at Bentley Park College.

Aims of the Policy

This policy outlines the procedures for submission of work and completion of all assessment items (including exams) in order to:

- Maximise the opportunity for students to demonstrate what they know and can do.
- Ensure fairness to all students.
- Mandatory completion of courses of study to achieve a result

Background Principles

Students must complete and submit all mandatory assessment items [as determined by the Head of Department (HOD), the syllabus and the work program] to meet course requirements to be eligible for credit for any semester unit for each subject being studied.

The work submitted/completed must indicate every attempt has been made by the student to satisfy the specific assessment criteria.

Subsequent results will form part of the student's assessment profile for the subjects and semester units studied leading to overall levels of achievement being awarded.

Definitions

The following definitions apply throughout this document when referring to assessment items.

An **ASSIGNMENT** is any piece of assessment that is not completed under test conditions.

An assignment may be:

- Written (essays, poems, newspaper articles, research papers)
- Oral (seminars, speeches, interviews, debates)
- Practical (performances, creation of product)
- Aural (foreign language, Music)
- Multimedia (film, combinations of above, a PowerPoint presentation and speech).

An **EXAM** is an assessment instrument performed under direct official supervision at a specified time.

ASSESSMENT SCHEDULES

At the beginning of each semester all due dates for assessment items will be communicated to students and parents. This will be via a printed assessment schedule. Students will be informed throughout each term by subject departments if there are changes to the schedule.

EXAMS

Attendance at Exams/Orals

Students must attend all tests, exams and orals at the scheduled time. These may be undertaken in normal class time or during block exams at the end of semester.

Non Attendance at Exams

1. Inability to attend an exam due to illness

If a student is ill and/or cannot attend a test or exam the following procedure must be followed:

- The school must be notified BEFORE the scheduled test exam.
- On return to the school the student is responsible for reporting to the Head of Department / Deputy Principal (in the case of Block exams) to make alternate arrangements
- Proof of illness, a Medical Certificate, must be produced on the student's return to school after an illness which causes an absence for a scheduled test / exam to the relevant Head of Department/ Deputy Principal.

2. *Prior knowledge of absence*

If a student knows in advance that they will be absent for a scheduled test they must:

- Complete a *Variation to Assessment Due Date Request* form through their teacher.
- If approved the student will be allowed to complete a similar assessment piece as negotiated with the teacher in consultation with the HOD.

Failure to Attend an Exam

If students fail to attend scheduled exams and do not comply with the conditions outlined above they:

- Will not have completed the mandatory requirements of the course
- Parents / Guardians will be notified by 'Notification of Student Failing to Attend Exam letter'.

ASSIGNMENTS

Drafting Policy

Students will be issued with timelines for submission of assignments. When an assignment draft is due, students must hand two copies of their written assignment draft to the teacher who will keep a record of submission. Alternatively students may submit an electronic copy of their written submission. One copy with feedback will be returned to the student (as per attached policy). Should the student not make a final submission, this draft will be marked and graded as the final assessment piece.

Failure to submit a draft

If no draft work is submitted student attends teacher supervised detentions. Detentions continue until a suitable draft is submitted.

If the student does not attend detentions, teacher refers student to HOD until a draft is submitted.

SUBMISSION OF ASSIGNMENTS

Years 7, 8, 9 and 10 all written assignments are to be placed in the collection area designated for each faculty by 3.15pm on the due date.

Year 11 and 12 - Submission of written assignments will be to Student Reception Office

- When a written assignment is set the class teacher is responsible for submitting a copy of the class list off Oneschool to the Student Services Reception staff and also a copy of the [Assessment Task Sheet](#).
- This will be placed in a separate file for each teacher and filed in the Assessment pigeon holes in the Student Services Reception.
- Students are able to submit written assignments during breaks and up to 3.15pm on the due date. Students are not permitted to use class time to submit assignments.
- Students are to submit their assignments attached behind the applicable **Assessment / Assignment Cover Sheet** which is supplied by the class teacher when issuing the assignment
- If a student is absent on the day an assignment is due, a medical certificate is required.

- On submission of the assignment at the Student Reception Office, the student will receive a printout confirming the date, time received, the name of the Assessment and the name of teacher who has set the assessment. This is the student's verification that the assessment has been submitted. (A parent or another student is able to submit an assignment for another student if he / she is unable to do so on the due date.- They too will receive a printout confirming lodgment)
- The Student Reception staff will attach a duplicate copy of the receipt to the student's written assignment and place in the appropriate folder.
- Teachers are able to collect written assignments directly from these folders after 3.30pm on the due date.

Teachers refer to [Non-Completion of Assessment](#) section for procedure in responding to non-submission of assignments.

Submission of Digital / Electronic Assignment Pieces

- Students can email assessment items to assignments@bentleyparkcollege.eq.edu.au with their name, subject and teacher name in the subject line
- Students submitting a USB or CD / DVD as part of an assessment are to place the USB / Disc in an envelope / zip lock bag attached to the **Assessment / Assignment Cover Sheet** and the criteria sheet (multimodal to include copy of speech notes)
- For multimodal assessments students can do either of the above

Submission of Assignments AFTER the Due Date

All late assessments are to be submitted through the Student Reception Office
The normal submission processes as outlined above is to be followed. This allows for:-

- Documented evidence of the submission date & time to be provided to both the student and teacher.
- Accurate recording of data for determining the non-submission of assessment processes
- The timely generation of non-submission letters to parents / carers to inform them of their student's a failure to submit an assignment / assessment piece.

Absence on Due Date of Assignments

If a student knows they will be absent on the day an assessment item is due they must:

- Arrange for the item to be submitted before the listed date
- or
- Have it delivered to the school on that date.

Late submission of student responses to assessment instruments

Where students do not submit a response to an assessment instrument by the due date, judgments will be made using evidence available on or before the due date.

Non submission of student responses to assessment instruments

In cases of non-submission of student responses a standard cannot be awarded as there is no evidence for it.

ASSIGNMENT EXTENSION—REQUESTED BY STUDENTS

No extensions will be approved on or after the due date.

There are only two grounds for applying for an extension of due date by students:

1. Illness
 - A medical certificate is mandatory.

2. Extenuating circumstances (including unexpected circumstances)
- Family excursions/vacations which necessarily occur in school time
 - Family activities of a very special nature requiring absence from school
 - Bereavement, family breakdown etc.
 - Essential sporting / cultural commitments
 - Long-term illness of self or family member
 - If a delicate family matter or personal circumstances applies, the application can be lodged directly with Guidance Officer, Community Education Counsellor, the Year Level Coordinator or the Principal who will consult with the relevant Head of Department
 - Unexpected circumstances arise if a situation occurs suddenly (and belatedly) causing the student to be unable to submit on the due date

Extensions will be considered on a case-by-case basis

Note: Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for extension.

To apply for assignment extensions students should follow these steps:

- Obtain Request for Assignment Extension form from the relevant Head of Department as early as possible prior to the due date. (This form will need to be attached to assignment on submission).
- Complete and return to Head of Department.
- Head of Department will consult with relevant class teacher.
- Approval or non-approval granted and student given copy of form.
- Head of Department forwards a copy of form for filing with Student Profile.
- Head of Department advises the Student Reception Office of the name of the student and the new due date immediately. This will prevent the generation of a Non Submission Letter.

PLAGIARISM

Plagiarism is the copying of another person's ideas, text, or other creative work, and presenting it as one's own.

Plagiarism will not be tolerated. Students suspected of plagiarism will be referred to Head of Department.

In cases of plagiarism, teachers will only mark and assess the material considered not to have been plagiarized.

SPECIAL PROVISIONS

Making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students.

Special provisions may apply to any student with specific educational needs. Assessment criteria and standards are not modified, the intent and rigour of the syllabus or Study Area Specification is maintained. In making a decision about special provisions, the school will consider what adjustments to assessment conditions are reasonable in the circumstance. Often students require adjustment to the form of presentation of an assessment instrument and their response to it. The method of transmission of information about the assessment and the way the student presents evidence of their knowledge and skills may be adapted.

EXEMPTIONS

Allowing non-completion of some particular piece of assessment

- An exemption may be appropriate where a student has missed an assessment instrument due to illness or other legitimate absence (as determined by the Head of Department)
- An exemption will only be allowed when there is sufficient alternative information to make a judgment about a level of achievement without the student having to complete a particular assessment instrument
- An exemption is inappropriate where the student is unable to meet mandatory requirements

- Exemption is not an option where reasonable adjustment is appropriate

SELECTIVE UPDATING OF STUDENT ASSESSMENT

Students in Years 11 and 12 at Bentley Park College are able to selectively update their summative assessment at times in some subject areas as negotiated with the HOD, subject to the conditions listed below.

Selective updating allows the student to submit work on a new task that may be of a similar nature and completed under similar conditions to an earlier task. Generally, it is the option to attempt a new task in order to achieve a higher standard of work in that dimension.

Note: A student may apply to selectively update a given criteria ONCE. Selective updating does NOT apply if a student is absent at the time of assessment or does not submit an assessment item.

If a student wants to selectively update an *Application for Selective Updating of an Assessment Item* must be submitted to the Head of Department by the end of Term 3 (or at other times as requested). These forms are available from Heads of Department.

If a student chooses to selectively update an assessment item the result will be the “latest” and hence will replace the previous result in the student portfolio (even if the result is lower than the previous result).

A student may appeal to the Head of School 7-12 if their application for selective updating is not approved and they consider that they have satisfied the required criteria. If an application for selective updating is approved, the class teacher and student(s) will negotiate a suitable time. It is recommended that selective updating should occur in the student’s own time (not in class time).

FAILURE TO COMPLY

To ensure the integrity of the levels of achievement reported for senior certification, students must meet the mandatory requirements stated in a syllabus.

Students failing to meet the mandatory requirements of a syllabus:

- Cannot be rated for the semester unit.
- May have the unit removed from their Senior Statement

If a student repeatedly does not meet mandatory requirements:-

- They will not have met the substantial requirements of the course as per the **Education (General Provisions) Act 2006, (QLD)**, and as a result, could be removed from the subject. This subject would then not appear on the student’s QCE and the student could become ineligible for an OP.
- This may become grounds for cancelling the students’ enrolment as per the **Education (General Provisions) Act 2006, (QLD)**