

# BRISBANE STATE HIGH SCHOOL



## ASSESSMENT POLICY

### STATEMENT OF INTENT

This policy applies to all students currently enrolled at Brisbane State High School (BSHS). It details procedures to be followed in applying for an extension of time to complete an assessment task, late submission and non-submission of student responses to assessment instruments. It also details procedures relating to examination requirements. It is intended that this policy will inform all matters related to assessment.

### RELEVANT LEGISLATION & POLICY

- Late submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered subjects – Queensland Studies Authority (QSA) Jan 2009
- Special Provisions for School-based Assessments in Authority and Authority-registered Subjects – Queensland Studies Authority (QSA) Jan 2009
- Strategies for authenticating student work for learning and assessment – QSA;
- Curriculum framework for Education Queensland schools: Years 1-10 Assessment: Policy and Guidelines;
- Queensland Curriculum, Assessment and Reporting framework;
- Subject area syllabus documents.

### RESPONSIBILITIES

#### School Responsibilities

- Publish all assessment dates on the school calendar;
- Provide students with assessment instruments in an appropriate time frame;
- Provide appropriate class time for assessment;
- Provide feedback to students on both rough draft and final assessment tasks in a timely manner;
- Enact procedures which ensure a consistency of standards is maintained in the marking of assessment instruments.

#### Student Responsibilities

- Ensure all assessment tasks submitted are the original work of the student;
- Use the School Reference Policy;
- Present a rough draft to teachers for each assessment;
- Demonstrate mandated requirements of the course;
- Submit all assessment tasks by the due date;
- Complete a '**Missed Examination**' form (Appendix A) or '**Application for Extension – Assessment**' form (Appendix B) form prior to the due date and submit to the relevant Head of Department (HOD) providing support
- documentation to validate the extension;
- Seek clarification from the teacher who awarded the result before appealing any result.

#### Parent/Caregiver Responsibilities

- Encourage students to submit all drafts and final assessment instruments by the due date;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.

## PART A: POLICY FOR EXAMINATIONS

1. Students will be notified of each examination for each of their subjects at the beginning of each semester.
2. Students are given notice when examinations are scheduled and should therefore avoid all appointments that clash with examination dates.
3. A formally constructed examination timetable will be used at the end of Semesters 1 and 2 for Years 11 and 12 students. There will also be an examination block for Year 12 students at the end of Term 3. All other examinations for each year level will be held during normal lessons. No assessment will be scheduled during the first two weeks of any term.

### 4. Missed Examinations

#### 4.1 *Advance Notice:*

Students must complete a '**Missed Examination**' form (available at <http://www.brisbaneshs.eq.edu.au/students/policies.asp>) to advise the school of an unavoidable impending absence immediately they become aware of it. Documentary evidence must be supplied.

#### 4.2 *Unforeseen Circumstances:*

Should a student be absent on the day of an examination, the front office must be contacted by the student, parent or caregiver on the day of the test. This information will be passed on to the appropriate HOD.

In both cases, a completed '**Missed Examination**' form (Appendix A) (available at <http://www.brisbaneshs.eq.edu.au/students/policies.asp>) with supporting evidence of the reason for the absence must be provided to the appropriate HOD immediately upon the student's return to school.

Appropriate evidence might include: medical certificate, notification of selection in a representative team, copy of itinerary, etc.

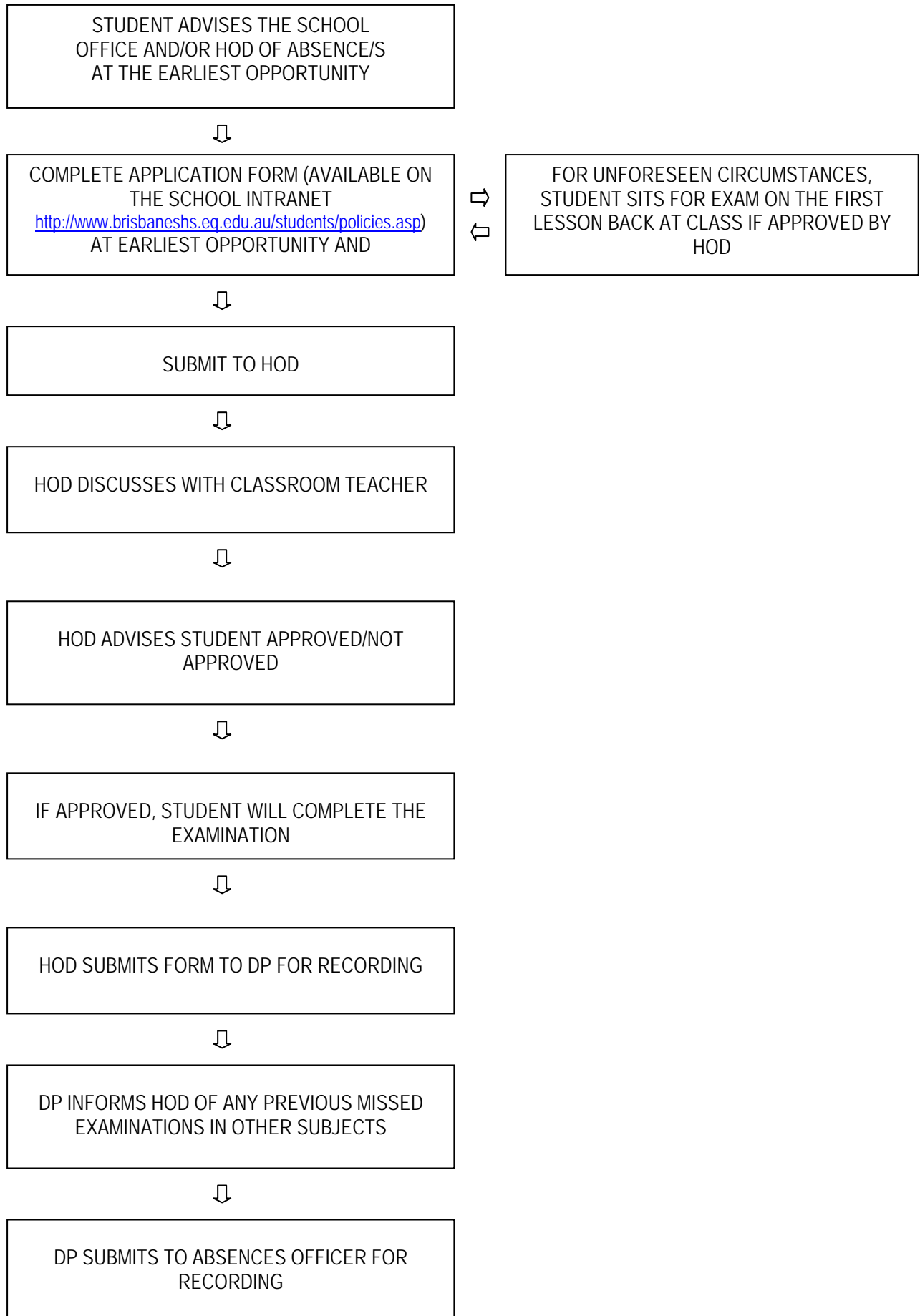
It is at the discretion of the HOD as to the suitability of the student being offered an opportunity to sit for an early or late examination.

Students should be aware that if an examination is missed for legitimate reasons, their overall level of achievement will not be compromised.

### 5. Students on External Suspension

Students on suspension, at the discretion of the appropriate Deputy Principal and in consultation with the relevant HOD, will be given the opportunity to complete any examination as scheduled during their suspension period.

## PROCEDURE FOR MISSED EXAMINATIONS



## PART B: POLICY FOR ASSESSMENT TASKS OTHER THAN EXAMINATIONS

### 1. Class Time Available

Class time is made available for partial completion of any assessment instrument. Hence all students will have at least a partially completed assessment task to submit on the due date.

### 2. Due Date

Timely submission of assessments is essential for students to demonstrate mandatory aspects of the course and in order for feedback to be given. Timely submission of assessment is considered to be by 4:00 pm on the due date. The work (even if incomplete) will be marked, commented upon, and credited towards the student's semester result. Due dates for assessments will not fall during the block exams. In subjects applicable, electronic submissions via 'turnitin' must be submitted by midnight on the due date. No assessment item will be due during the first two weeks of any school term. For predominately non-written pieces of assessment, e.g. orals, the due date for written support material will be the first day of presentation.

### 3. Request for an Extension of Time to Complete an Assessment Task

An extension of time to complete an assessment task will be granted **ONLY** in cases of genuine *prolonged illness* or *exceptional circumstances*. Parents/caregivers who believe that their student/child has a case for an extension of time should *apply* to the appropriate HOD *PRIOR* to the due date to discuss relevant circumstances. Acceptable evidence, supported by documentation, must be presented to the HOD (any documentation must be accompanied by a completed '**Application for Extension – Assessment**' form (Appendix B) which is available at <http://www.brisbaneshs.eq.edu.au/students/policies.asp>).

In those cases where an unforeseen emergency has prevented an assessment item being submitted on time, the parent/caregiver of the student must personally *discuss* the situation with the *relevant HOD* as soon as practicable, so that the student does not suffer a penalty for late submission.

Each case will be considered on its merit. The appropriate HOD/Deputy Principal are the only people authorised by the Principal who can decide whether an extension of time will be permitted. The class teacher will also be asked to provide a relevant comment on the appropriateness of granting the extension.

### 4. Student Absent on Due Date for Assessment Task

Students who are absent with a genuine reason on the date an assessment task is due should still make *every effort* to submit the assessment task on that day. The parent or guardian of the student absent on the due date for the assessment task must *contact* the school office on the day the assessment task is due to explain the situation. Should a student be absent for any reason, acceptable evidence, supported by documentation, must be presented. If unable to hand in the assessment task on the due date, the student must hand in or complete the assessment task on the *FIRST DAY* the student returns to school.

Students on suspension are required to submit assessment by the due date.

### 5. Late Submissions of Student Responses to Assessment Instruments, without Extension Approval

In cases where students do not submit a response to an assessment instrument by the due date, judgements should be made using evidence available **on or before the due date**. Teachers will have in place strategies which monitor progress of the assessment.

### 6. Non-Submission of Student Responses to Assessment Instruments

In cases where students do not submit a response to an assessment instrument by the due date, judgements should be made using evidence available **on or before the due date**. A standard can only be awarded where evidence has been demonstrated. In regard to non-submission of an assessment instrument consideration needs to be given as to whether a level of achievement can be awarded for the semester where non-submission occurred. Insufficient evidence to make a judgment for that semester may appear on the internal

report. Students will still be required to submit the outstanding assessment item in order to receive credit for that semester.

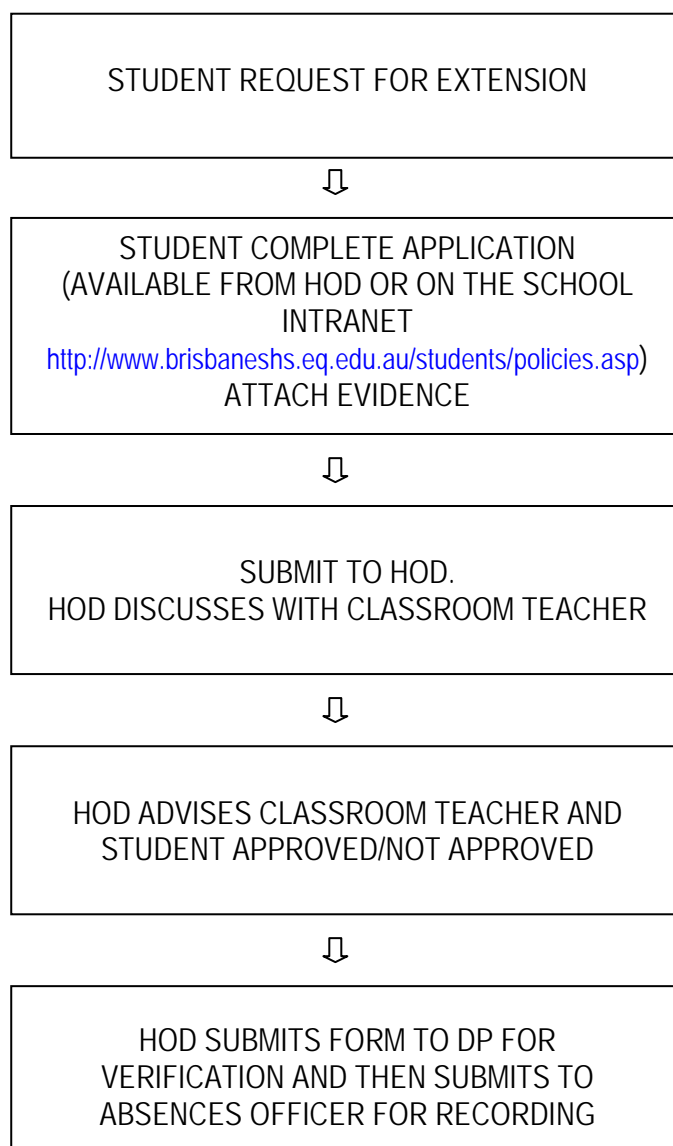
## 7. Special Provisions

Where possible reasonable educational adjustments should be made **before** a student undertakes an assessment and opportunities for alternative assessment arrangements should be provided. However, students who have applied for Special Provisions through the Guidance Office may negotiate alternative arrangements for missed exams and incomplete assessment with teachers and HoDs.

## 8. Original Work

All assessment tasks submitted must be the original work of the students and all references used must be acknowledged. Refer to BSHS Reference Policy – Australian Publishers' Association (APA) style guide.

### PROCEDURE FOR REQUESTING EXTENSION FOR ASSESSMENT



## PART C: POLICY FOR ASSESSMENT PROCEDURES FOR STUDENTS RECEIVING “ENGLISH AS A SECOND LANGUAGE” (ESL) SUPPORT

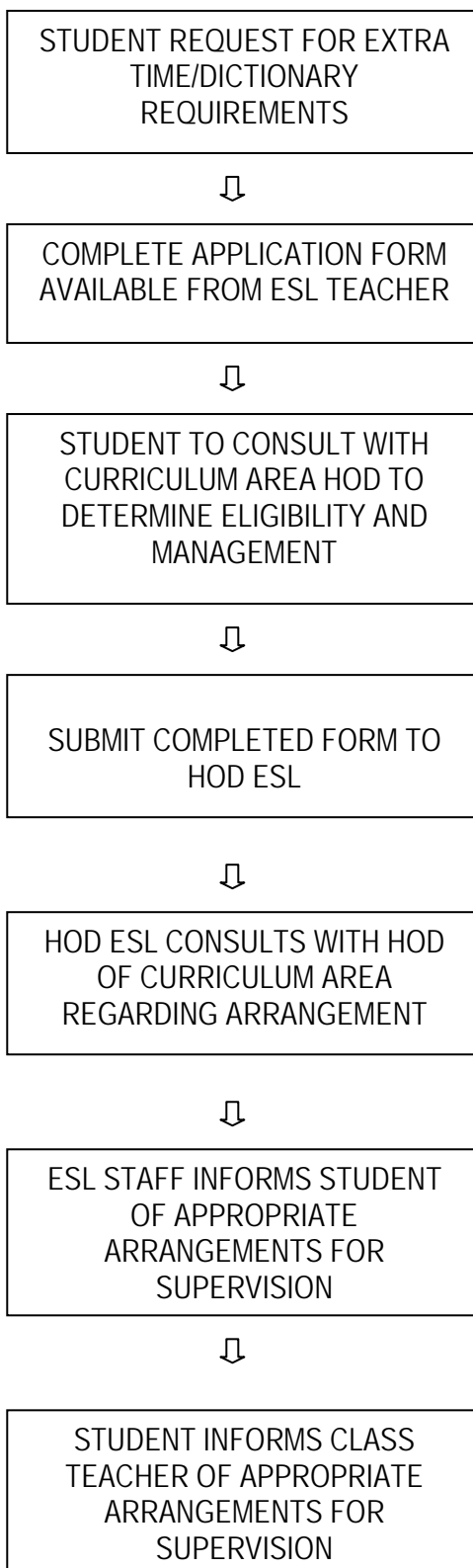
### School Responsibilities

- The principle of providing extra time for ESL eligible students and International students will be supported across the curriculum;
- Identify eligible students who will be either on the current Support List for ESL Database Years 11 and 12, or
- International students in Year 11 ([http://staff/pages/ta\\_lists.asp](http://staff/pages/ta_lists.asp));
- Provide eligible students with extra time for completion of exams in assessment activities where there are significant demands of the English language required for either comprehending the activity or completing the task;
- This extra time will be allocated on the basis of 15 minutes for every 60 minutes of testing, all or part of which may be used for extra perusal time or extra completion time. Where extra time has been granted, the approved application form will be attached to the criteria sheet showing a change of assessment conditions;
- Provide eligible students with appropriate paper-based dictionaries – Bilingual and/or English/English;
- Teachers will be made aware of which students are eligible for extra time in each class/subject area;
- HODs and the ESL teacher will make suitable arrangements for the administration of extra time;
- With in-class exams, the Curriculum Area HOD will make arrangements for the completion of the exam with the student and class teacher;
- With block exams, the Curriculum Area HOD will make arrangements with the ESL staff to complete the exams.

### Student Responsibilities for Extra Time for ESL Students

1. Apply to HOD for extra time with at least two weeks notice via a form collected from an ESL teacher;
2. Complete on the form if and which dictionaries are required;
3. Return the signed form to the ESL teacher;
4. Inform class teacher of test requirements;
5. Attend the extra time provided either before or after the exam session;
6. Complete and attach an approved application form to every exam paper for which extra time has been granted.

## PROCEDURE FOR OBTAINING EXTRA TIME IN EXAMINATIONS WHERE ENGLISH IS A MAJOR COMPONENT





## MISSED EXAMINATION FORM

<b>Step 1</b>	<i><b>STUDENT TO COMPLETE</b></i>	
	Name:	Date request submitted:
	Form Class:	Student ID No:
	Date of scheduled examination:	
	Subject:	
	Reason for missed examination:	
	Documentary evidence attached:	YES/NO
	Student's Signature	Parent's Signature

<b>Step 2</b>	<i><b>HOD TO COMPLETE</b></i>	
	Exam to be rescheduled:	
	Date of rescheduled examination:	
	Time of rescheduled examination:	
	Number of lessons missed:	
	HOD Signature	Teacher's Signature



APPLICATION FOR EXTENSION – ASSESSMENT OTHER THAN EXAMINATION

<b>Step 1</b>	<i>STUDENT TO COMPLETE</i>	
	Name:	Date request submitted:
	Form Class:	Student ID No:
	Due date of assessment:	Subject:
	Type of Assessment/Examination:	
	Reason for extension:	
	Documentary evidence attached:	YES/NO
	Student's Signature	Parent's Signature

<b>Step 2</b>	<i>TEACHER TO COMPLETE</i>	
	Work ethic during set preparation time:	
	Number of lessons missed:	
	General comment:	
	<hr style="width: 20%; margin: auto;"/> Teacher's Signature	



APPLICATION FOR EXTENSION – ASSESSMENT OTHER THAN EXAMINATION (CONT)

<b>Step 3</b>	<i><b>HOD TO COMPLETE</b></i>	
	Approved <input type="checkbox"/>	Date Now Due:
	Not Approved <input type="checkbox"/>	
	Comments:	
	HOD's Signature	

<b>Step 4</b>	<i><b>DEPUTY PRINCIPAL TO COMPLETE</b></i>	
	Additional Notes:	
	Deputy Principal's Signature	

<b>Step 5</b>	Entered on One School <input type="checkbox"/>	Date:
	Signature	

TO BE PRINTED ON BSHS LETTERHEAD

Date

Address Details

Dear Parent/Caregiver

**RE: NON-SUBMISSION OF ASSESSMENT**

This is to inform you that \_\_\_\_\_ of \_\_\_\_\_ has not submitted the following piece of assessment:

Subject:	
Type of Assessment	
Date of Assessment	

Please be aware that unless the Assessment is handed in to \_\_\_\_\_ by (date), credit for the semester unit may not be awarded.

Please contact me at the school on 3291 \_\_\_\_\_ to discuss this situation.

Yours faithfully

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Head of Department