Introduction

In Queensland’s system of externally moderated school-based assessment, Caboolture SHS has policies and practices which encourage the participation and engagement of students in the learning and assessment program of the school.

Teaching is supportive of the assessment process. Learning experiences in subjects enable students to complete assessment instruments and involve students in meaningful ways. Students are monitored as they undertake the requirements of the assessment instrument, as part of a developmental process.

Principles

The following principles inform school policy on missed, late and non-submission of student responses:

- Evidence about student achievement is gathered in a continuous process throughout the course of the teaching, learning and assessment program;
- Expectations of assessment instruments and due dates are made clear to students and their parents/carers;
- Procedures are enacted consistently across subjects within the school in a fair and equitable manner;
- Opportunities are provided for staff to intervene in order to avoid cases of late nor non-submission of assessment;
- Judgments of student responses are only based on evidence available on or before the due date.

Types of assessment

**Examinations** include all assessment which is held at a set time on a set date.

**Assignments** include all those assessment items which are completed over a period of time and have a set date, check date and due date. These may include traditional assignments, performances, homework tasks, EEIs, VET competencies, etc..

General Policy

Examinations

Students are given ample notice of when examinations are scheduled. Appointments, interviews and non-school related activities that would clash with these dates must be avoided.

Examinations that contribute to exit levels of achievement (Year 12) or semester results (Years 8-11) must satisfy the following:

- Examination papers must be completed and handed in to the supervising teacher on the set date;
• Answers on the examination paper must be the student’s own work; no communication of any sort should occur during the examination (other than with the supervisor);
• Examinations completed on the set date will be marked, credited towards completion of the course and contribute towards the student’s level of achievement for the course.

Should a student miss an examination because of illness, a medical certificate (Years 10-12) or a note signed by a parent/carer (Years 8&9) should be tendered on the student’s immediate return to school. If approved, alternative arrangements for completing the examination will be made between the teacher and student. For students in Years 10-12, medical certificates should be handed to the year level Deputy Principal. Years 8-9 students should hand their note to the relevant Head of Department.

If an examination is to be missed due to a special, serious and unavoidable circumstance (e.g. bereavement in the immediate family), the student’s parent/carer should make contact with the Deputy Principal (Years 10-12) or Head of Department (Years 8&9), before the date of the examination, to explain the circumstance. If approved, alternative arrangements for completing the examination will be made between the teacher and student.

In all other instances of missed examinations, students will still be required to complete the examination on return to school but, although completion will contribute towards completing sufficient coverage of the course, results will not be included in semester or exit level results.

Assignments

Assignments form an important part of the assessment program of many subjects. These tasks are completed following research, group discussion, extended investigations and so on. Assignments are completed systematically over a period of time, not as a rushed last minute exercise, and must be handed in by the due date. Some class time is allowed for assignment work at school.

As assignments are set well in advance, there should rarely be a good reason for lateness and generally such good reasons should be known well in advance. In such cases, an extension should be requested from the Deputy Principal (Years 10-12) or Head of Department (Years 8&9), by way of a note, signed by a parent/carer, stating the circumstances of the case. This should be done, where possible, before the due date.

As assignments are completed over a period of time, illness only one or two days before the due date is not normally considered sufficient reason for an extension.

Extensions will not be granted to students in the following circumstances:

• Where drafts were not submitted by the check date(s);
• Due to computer or printer breakdown;
• Request based on absence due to participation in school related activities (e.g. camps, excursions, school and regional sport);

Please note the following points on the submission of assignments:

• Assignments must be the student’s own work, or the work of the group in which the student was a member, and must be handed to (or group presentation to) the class teacher on or before the due date (or the amended due date if an extension is granted);
• All assignments must be presented in print form unless another format is specifically requested on the assignment task sheet;
• If the student is absent from school, assignments should be submitted at the school office by 3.00pm on or before the due date (a receipt will be issued) or forwarded by registered post on or before the due date;
• Unless it forms part of the assignment task, faxing or emailing assignments to the school or teacher is not permitted.

**Awarding Credit for Assessment**

**Assessment completed by the due date**

Credit will be awarded to students for examinations and assignments where the guidelines outlined above in *General Policy* are met. “Credit” means that results will contribute towards exit or semester results and will contribute towards sufficient coverage of the course. (Please note: Students who have received extensions are to be regarded as having completed assessment by the due date.)

**Late or non-submission of student responses**

The following guidelines will apply in the case of late or non-submission of student responses to assessment items. In this situation, students would not have been granted extensions:

- Judgements of student responses to assessment instruments are made using standards associated with the assessment task (in line with syllabus criteria);
- Missed examinations:
  - Where students complete the examination on return to school, results do not contribute towards semester or exit results but do contribute towards sufficient coverage of the course;
  - Where students do not complete the examination on return to school, refer to the section *Sufficiency of coverage and adequacy of assessment for students to receive results* below.
- Late submission of assignments:
  - Judgements are based on evidence on or before the due date (e.g. at check dates, in-class work) and will contribute towards sufficient coverage of the course;
  - The practice of awarding a lower standard as a penalty for lateness is not supported.
- Non-submission of assignments:
  - NS (non-submit will be recorded). Standards will not be awarded. Refer to the section “*Sufficiency of coverage and adequacy of assessment for students to receive results*” below;
  - The practice of awarding an “E” for non-submission alone is not supported.

**Determining exit and semester results**

Exit and semester results shall be determined by the student’s profile based on the course’s summative assessment instruments. Refer to school’s accredited Work Programs (Years 11&12) and the relevant Years 8-10 Work Programs for details.

The following guidelines will apply in determining exit or semester results where there is missed assessment:

- In the case of mid and end semester reporting, non-submits can be regarded as an ‘E’ rating. Apply the criteria in the relevant work program to determine achievement results.
- When determining Year 12 exit results and Year 11 progress to exit and monitoring submissions, judgements are made by matching student responses to assessment instruments with the standards descriptors outlined in the relevant Work Program (based on syllabuses);
- Non-submits are to be regarded as non-submits. Refer to the section “*Sufficiency of coverage and adequacy of assessment for students to receive results*” below.
**Sufficiency of coverage and adequacy of assessment for students to receive results**

**Sufficiency of coverage for students to receive results**

Students must be in full-time attendance at school (100% attendance) and submit adequate assessment (see below) to have met the test for sufficiency of coverage to receive results. Absence due to the following reasons will not jeopardise this test:

- Illness (including medical or dental treatment) which is verified by a parent via any of the school’s allowable means of communication;
- Sporting event where students are representing their school, district, region, state or nation in a sport under the umbrella of school organised sport;
- Suspension;
- School-based apprenticeship or traineeship;
- Funeral provided the absence is kept to a minimum time giving regard to the circumstances;
- Family holiday (determined by Principal taking into consideration family circumstances, distance to be travelled, length and frequency of holidays);
- Legal requirement to be absent as required by a law or court order.

**Adequacy of assessment for students to receive results**

Students need to complete and submit sufficient summative assessment by the due date (or adjusted due date if extension has been granted), to enable a judgement of student achievement based on syllabus standards to be made, to have met the test for adequacy of assessment to receive results.

**Consequences for failing to meet the test for “Sufficiency of coverage” and/or “Adequacy of assessment”**

Giving regard to the individual circumstances, the Principal shall apply one of more of the following consequences when it is determined that a student has not completed sufficiency of coverage or adequacy of assessment to receive results. The consequence could be applied holistically or on a subject by subject basis.

- Cancellation of enrolment;
- Credit not awarded for one or more semesters, but overall result awarded;
- Credit not awarded for one or more semesters and result withheld.