



ASSESSMENT POLICY – YEARS 9 TO 12

STATEMENT OF INTENT

Sheldon College is committed to an educational philosophy that encourages all students to achieve their personal excellence. In order for this to occur, the Senior College Assessment Policy ensures equity and justice for all students.

PURPOSE

- To provide staff, students and parents with relevant information on matters pertaining to assessment.
- To ensure that assessment procedures are clear and just for all students.
- To ensure adherence to all policies and procedures of the Queensland Curriculum and Assessment Authority which represents the relevant Statutory Authority.

RESPONSIBILITIES

College Responsibilities

- Publish all assessment dates on the Year Level Assessment Calendar and Learning and Assessment Overviews each term;
- Provide students with assessment instruments in an appropriate time frame;
- Provide appropriate class time for assessment;
- Provide feedback to students on draft assessment in a timely manner;
- Provide feedback to students on final assessment tasks within two (2) weeks of the final submission date;
- Enact procedures that 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 College Referencing Policy in the Student Diary;
- Present a draft to teachers for assessment items other than exams on the date outlined on the task sheet;
- Demonstrate mandated requirements of the course;
- Submit all assessment tasks by the due date;
- Complete a '**Missed Examination**' form (Appendix A) for a missed exam in normal lessons NOT Block Exams, or '**Application for Extension – Assessment**' form (Appendix B) prior to the due date and submit it to the relevant Head of Faculty;
- Provide all documentation to validate the Missed Examination or Application for Extension;
- Seek clarification from the teacher who awarded an assessment result before appealing the result.

Parent/Caregiver Responsibilities

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



Part A: Examinations

Examinations will occur throughout each term, in class time. There may also be Block Exams for Year 11 and 12 to accommodate longer examinations where multiple classes run at different times.

YEARS 11 AND 12

Examination blocks are designated in the College Calendar. Year 12 students have Block Exams at the end of Semester 1 and Term 3. Year 11 students have Block Exams at the end of Semesters 1 and 2. Year 11 and 12 students are not required to be at school when they do not have an examination, unless otherwise indicated. Examination Blocks may be shorter than the time indicated by the College calendar based on the principle of maximising classroom learning and examination preparation time.

YEARS 9 AND 10

All Year 9 and 10 assessment will be conducted during class time. Please refer to the relevant Year Level Assessment Planner and Learning and Assessment Overviews published each term.

EXAMINATION PROCEDURES YEARS 9 TO 12

1. Students must adhere to the following conditions:
 - a. Liquid paper (pens or tape) is accepted in examinations;
 - b. Water bottles are allowed;
 - c. Lollies and food are not permitted unless the student has a recognised medical condition such as diabetes;
 - d. Students are not permitted to bring additional paper into an examination. If additional paper is required this will be determined by the respective Head of Faculty / Teacher and supplied with the examination paper.
2. Mobile phones must not be brought into an examination room.
3. Students must stay in the examination room for the entire allotted examination time, unless otherwise stated.
4. Students must not take their bags in to the examination room.
5. All students should be dressed in full school uniform for all examinations.



Part B: Assignments

Throughout each semester, students will complete assignments. Assignments may take many forms and may include some of the following types of assessment items:

- Research assignments
- Oral presentations
- Group performances
- Multimodal presentations
- Practical assessment

DRAFTS

- Drafting of assignments is an important part of the assignment process.
- Most assignments will have a draft or work-in-progress due date. The task sheet will stipulate this.
- All drafts must give the teacher a clear indication of the intended final assignment. If the draft does not meet the task requirements, it will be considered to be a non-submit (e.g.: if appendices and reference lists are required in the task, they are to be included in the draft).
- All students are required to hand in a hard copy of their draft on the due date. A digital copy may also be required.

Illness or Absence

- If a student is ill or absent on the due date of an assessment draft, they must email their draft directly to their teacher, and hand in a hard copy on their return to College.

Failure to Hand in a Draft

- Technological breakdown, which includes computer malfunctions, USB problems, printer or printing problems or loss of electronic work due to a lack of back-up cannot be used as a reason for late submission of work or for requests for extension.
- It is the student's responsibility to maintain backups when completing assignments. It is recommended that at least one copy is always kept on the home drive, the student's H: drive and that an additional back-up copy is made. It is also recommended that students print working documents on a regular basis.

If the student fails to hand in a draft by the due date, the following procedures will apply:

- The subject teacher or Head of Faculty will contact parents (phone call or e-mail);
- The student will be required to attend lunchtime detentions until the draft is completed. These detentions will be recorded in the Student Diary.
- There may be no feedback given to the student on the draft.



FINAL COPY OF ASSIGNMENT

Students must abide by the following guidelines for all assignments:

- Students must submit assignments on the due date. If there is no lesson on the due date, then the submission must be received by 4.00pm on that day either directly to the subject teacher or to Senior Schooling for Years 11 and 12 or Student Services for Years 9 and 10.
- The date will be clearly stated as part of the conditions on each assessment instrument.
- A hard copy of the assignment, including the criteria sheet must be submitted, unless otherwise stated.

Illness or Absence

- Illness or absence on the due date of an assignment is not an excuse for a late submission.
- If a student is ill or absent on the due date of an assignment, they must email their subject teacher directly and the Head of Faculty before 4.00pm on the due date.
- The student will then be required to submit a hard copy to their teacher on their return to the College.

Failure to Hand in a Final Copy of Assignment

- Technological breakdown, which includes computer malfunctions, USB problems, printer or printing problems or loss of electronic work due to a lack of back-up cannot be used as a reason for late submission of work or for requests for extension.
- It is the student's responsibility to maintain back-ups when completing assignments. It is recommended that at least one copy is always kept on the home drive, the student's H: drive and that an additional back-up copy is made. It is also recommended that students print working documents on a regular basis.

If a student fails to hand in the assignment by the due date, the following procedures will apply:

- The subject teacher or Head of Faculty will contact parents (phone call, email or letter);
- The student will be required to attend an After-College Detention on a Friday;
- The teacher will mark the draft copy of the student's work in progress where appropriate, and this will be used to award a grade.



ORALS/PRACTICAL ASSESSMENT

- Orals or practical assessment may occur at any time, throughout each semester. These are usually individual or small group presentations or performances.
- All students must be prepared to present their oral or practical performance on the due date for the task, or on any subsequent day as required by the class teacher.
- Students will be expected to submit written supporting material for all oral and non-written assessment tasks on the due date.
- Other supporting evidence may be required such as a video or audio recording of student performances.
- In some cases, particularly in Year 11 and 12, assessment may be conducted after school or during lunch breaks to minimise the loss of class time.
- If a student is ill or absent on the due date of an assessment task or draft, they must ensure that the appropriate College processes have been followed. Where possible, group assessment will go ahead and alternative arrangements will be made for the absent student.
- Students are not permitted to record oral or practical assessment on personal recording devices.
- If a known absence is to occur, the assessment should be conducted prior to the assessment due date.

PLAGIARISM

Plagiarism can be defined as the following:

- Using the exact words of another person's work / writing without acknowledgement of a source through the use of quotation marks and correct citation/documentation;
- Rephrasing a passage by another writer without giving proper credit;
- Using someone's facts or ideas without acknowledgement;
- Using a piece of writing for a subject that has previously been used;
- Using the same piece of writing in two or more subjects in which a student is simultaneously enrolled without express permission from all teachers to do so;
- Presenting fabricated or falsified citations or materials.

If a student's work indicates plagiarism:

- The supervising teacher must report this to the respective Head of Faculty who will conduct an investigation into the circumstances and impact of this plagiarism.
- That section of the assessment item will not be given credit.
- It may be considered to be an incomplete piece of assessment which may mean that the student has insufficient assessment to be given credit for the semester's work.
- The student will be expected to attend an after school Friday detention as a minimum consequence.
- The student will be asked to report to a Director.
- This work will not receive credit.



CHEATING

Cheating is defined as the following:

- Copying answers, or other information (or allowing others to do so) during an examination, or any other assessment piece in which the student is not permitted to work jointly with others;
- Talking during an examination;
- Passing notes during an examination;
- Using unapproved notes;
- Using a mobile phone, or other electronic device.

If a student is caught cheating:

- The supervising teacher must report this to the respective Head of Faculty who will conduct an investigation into the circumstances and impact of this cheating.
- Students will not be given credit for any response which could have been impacted on by this cheating.
- The examination may be considered to be an incomplete piece of assessment, which may mean that the student has insufficient assessment to be given credit for the semester's work.
- The student will be asked to report to a Director.
- Students who have cheated during an examination will be suspended and will be required to sit a re-entry interview with the Principal.

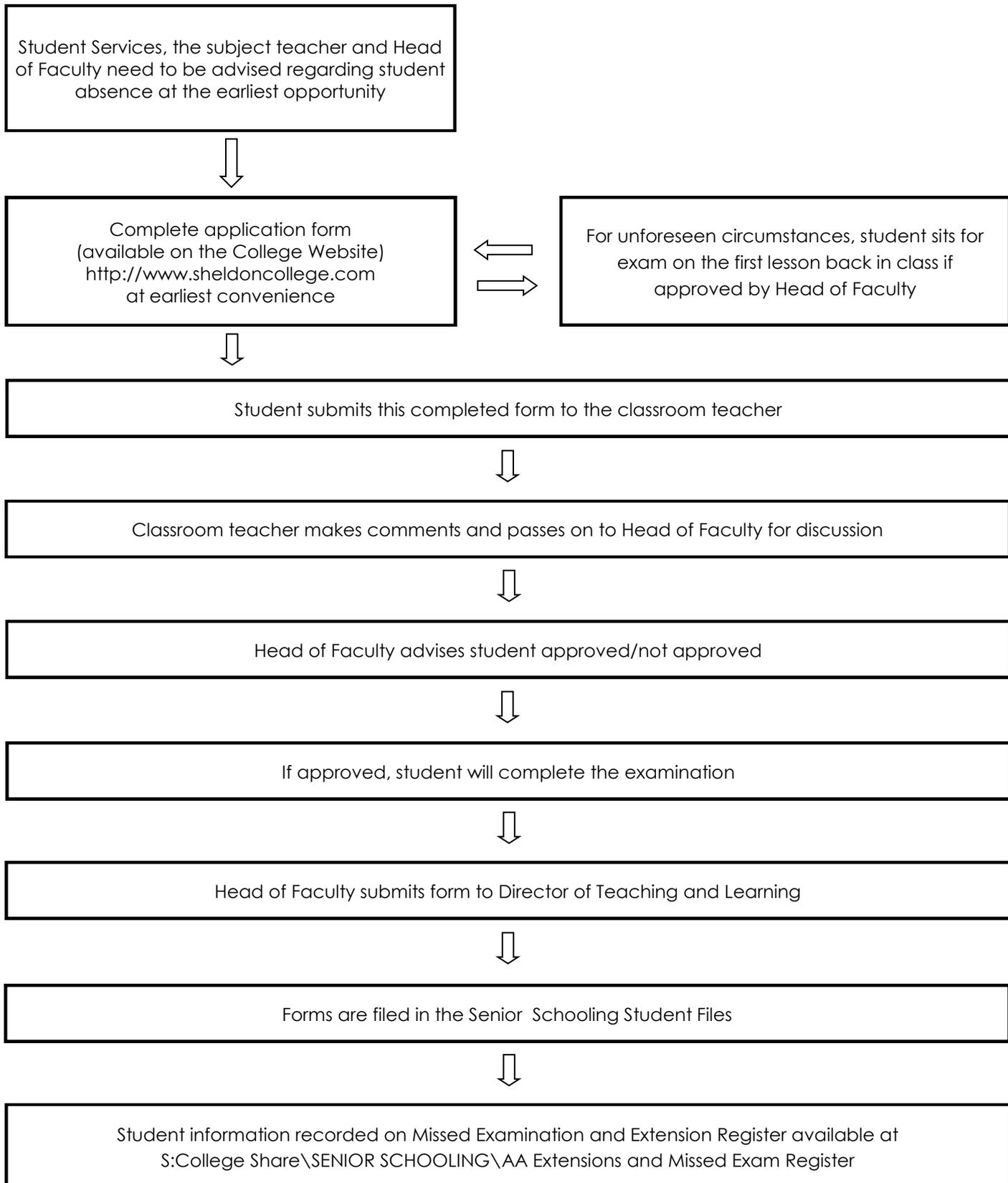


PROCEDURE FOR MISSED EXAMINATIONS

YEAR 11 and 12 BLOCK EXAMS

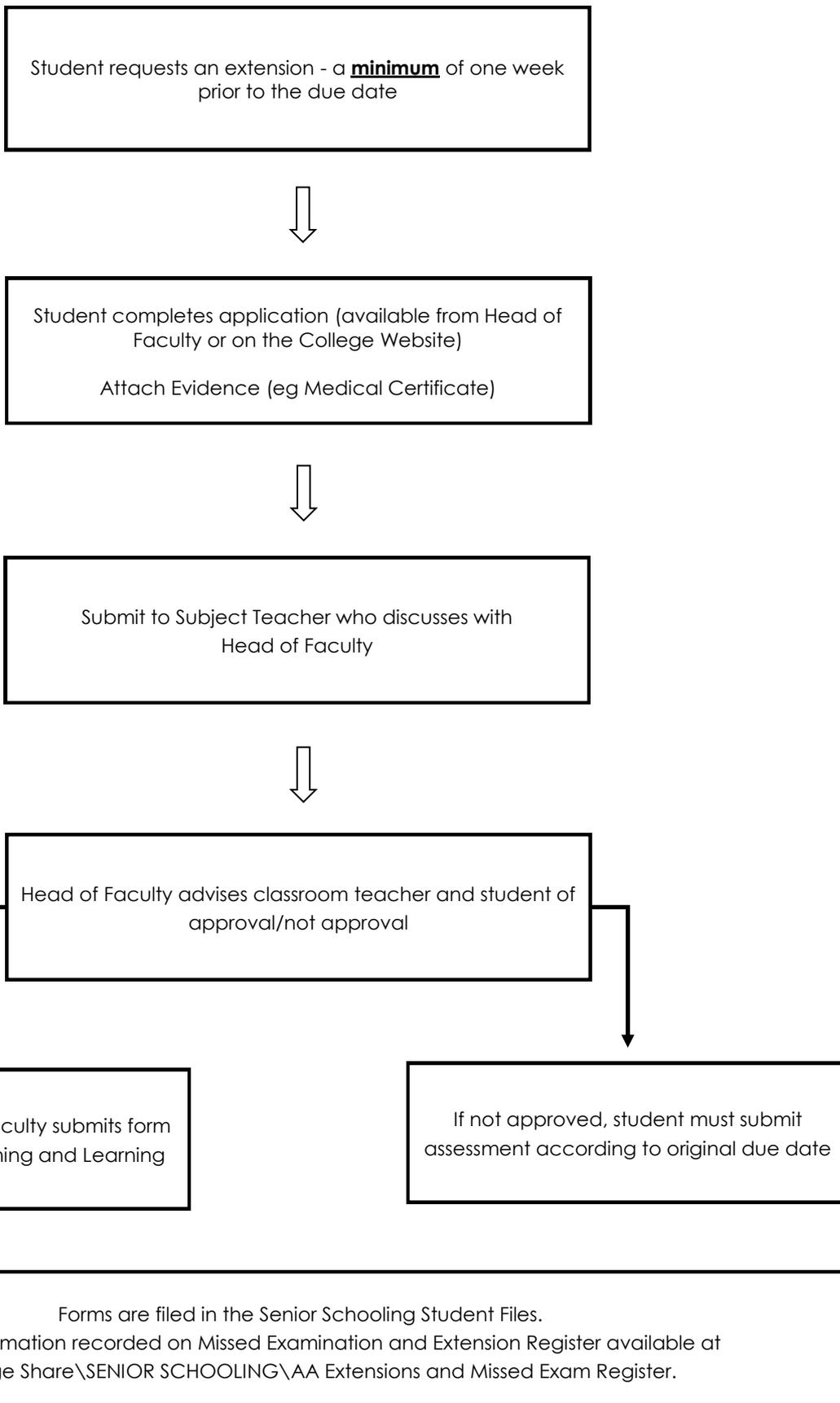
The students take their medical certificate to Senior Schooling on their return to College where arrangements will be made to catch up on missed examinations.

MISSED EXAM IN CLASS TIME





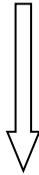
PROCEDURE FOR REQUESTING EXTENSION FOR ASSESSMENT



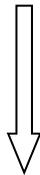


PROCEDURE FOR REQUESTING SPECIAL PROVISION

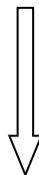
Student requests Special Provision
(if circumstances are affecting their schooling, impacting on their performance)
e.g. If absence is for more than 5 school days or an ongoing concern



Student is to make an appointment to see the Careers
Advisor to complete the application



After consultation with the Director of Senior Schooling, the Career Advisor provides
staff and the student with the documentation that outlines the Special Provision
granted



Special Provision data is documented by the
Careers Advisor and recorded in Senior Schooling