

Assessment Policy

Year 10

1. The assessment policy applies from Year 7 to Year 12.

2. Lateness of Assessment

- i) If a student is absent from school on the due date for any piece of assessment, the school should be **contacted by telephone or letter/note on or before the day concerned** to explain the absence. Absence due to illness, bereavement or other special circumstance on the due date should be supported by parental communication. A medical certificate may be requested by the school, especially for long absences. **Where possible, assessment tasks should be conveyed to school via a friend or relative.**
- ii) An extension before the due date may be granted by the Head of Department when exceptional circumstances exist such as extended absence due to illness, supported by parental communication.
- iii) It is **NOT acceptable** for a student to bring along a note or medical certificate explaining an absence **after the due date** has passed if no contact has been made with the school. In *exceptional circumstances*, the H.O.D. may give special consideration to students, including extension on the due date.
- iv) Upon returning to school the student must see the relevant teacher to make arrangements for the completion of the assessment task. The above procedure must be followed in order for the task to be credited towards the student's level of achievement.

3. Non-submission of Assessment

- i) When an *assessment task* is not submitted, or is submitted late (without following steps (ii) and (iii)) the *assessment is based on the in-class achievement* of that student during the *assessment writing / production process*. The deduction of a proportion of credit for each day an assessment task is late is not acceptable.
- ii) When an examination is sat late, without steps (ii) and (iii), the paper will be marked but the student's semester and exit results will be adjusted accordingly. The examination will be completed in the student's own time.
- iii) Oral Assessment:
 - (a) All students need to be prepared for orals on the day they begin. All written work associated with the oral will be checked by the class teacher at the time of commencement of orals. Students need to be present in the lesson in case they are called upon, even though an order of presentation may be operating.
 - (b) For orals, it is not good enough for students to drop written work off to be checked and absent themselves for the lesson itself.
- iv) If, through non-submissions of assessment, a student does not provide the evidence to demonstrate the descriptors stated in the Work Program, a judgement cannot be made by the teacher. It follows then, that a standard can only be awarded where evidence (completed assessment items) has been demonstrated by the student.
- v) For frequent non-submission of student work, the Principal needs to consider whether a level of achievement can be awarded at all for a course of study if failure to submit assessment means that major requirements of a syllabus have not been completed. Students who have not substantially completed a subject risk "no result" for that subject on school reports and the Senior Certificate. Where assessment requirements are incomplete, a student could receive a level of achievement, but the number of semesters of credit awarded by the school may be reduced to reflect what substantive requirements have been covered.

For Further details, refer to the Queensland Curriculum & Assessment Authority policy statement, July 2014 "Late and non-submission of student responses to assessment instruments in Authority and Authority-registered subjects." This is available from the school and at the QCAA website at:

www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf#page=5.

Parents are required to sign the section below for their student to return to their Form teacher at school. Each child needs to return their slip to their Form teacher by Tuesday 1st August.

I have read the Assessment Policy of the Kingaroy State High School and I have read and noted the information given on the attached Assessment Program.

Student's Name: Form Class: Date:

Parent / Caregiver Signature:

Drafting of Student Assignment (written and non-written) Work



Teachers and other participants in the teaching and learning process play a significant role in the drafting of student assessment responses. It is important to make the distinction between feedback given as part of the teaching and learning process and structured feedback given as part of developing an assessment response.

The purpose of viewing student drafts is to provide students with feedback **so that improvements can be made to the response**. Drafting is a **consultation process**, not a marking process. Teachers should not award a notional result or level of achievement for work in a draft form.

Drafting feedback should ask the student to **reflect on strategies** they might use to **refine their work**. The instrument-specific criteria sheet should be used to help the students identify the areas they need to review. The principle of **increasing independence** is important.

What is a draft?

A draft is a body of evidence that is provided by students in response to assessment instruments. This should be a **response that is nearly good enough to submit** for assessment – it is likely to be the **student's second or third attempt** at the task. Before submitting a draft, students may be required to:

- submit a written outline about their approach
- discuss their approach with their teacher.

What sort of feedback will be provided?

In providing feedback, teachers will **indicate aspects of the response that need to be improved or developed** in order to meet the criteria. Students may be advised to:

- consider other aspects of the text
- work on their role as writer/speaker and show more awareness of the audience
- give priority to the most important points by rearranging the sequence and structure of ideas
- conduct further research or substantiate points made with references.

Teachers may:

- indicate some textual errors and indicate that the draft requires more careful editing – they may not correct or edit all the textual errors in a draft
- provide some written feedback on drafts submitted by the due date
- provide a summary of their feedback and advice to the whole class

Junior School

In Year 7, 8 and Year 9, teachers **may indicate specific sections/paragraphs** that require more careful editing. This may be done with written feedback for a **maximum of two drafts** for any one student per assessment task. **Verbal feedback** should be given **to the whole class** as a summary of what has been noted in individual drafts.

Senior School

In Years 10, 11 and 12, teachers will **indicate that there are some genre and task-specific errors** and that more careful editing is required **but will not correct all such errors**. Students are expected to **self-edit** to a high degree. Again a summary of feedback and advice should be **provided to the whole class**.

Suggested drafting strategy, demonstrating incorporation of the planning principle of increasing independence

Mode	Year 11	Year 12
Written	<ul style="list-style-type: none"> • teacher consultation allowed • outline submitted • maximum two drafts submitted 	<ul style="list-style-type: none"> • teacher consultation allowed • one draft or outline submitted
Spoken /signed	<ul style="list-style-type: none"> • teacher consultation allowed • maximum two drafts submitted • feedback provided during rehearsal/development 	<ul style="list-style-type: none"> • teacher consultation allowed • one draft or outline submitted • feedback provided during rehearsal/development

First drafts must be submitted a minimum of five school days prior to the due date. Once a first draft has been submitted and feedback provided students are able to submit a **further draft up until three school days prior to the due date**. After this time, **NO DRAFTS** will be viewed by teachers.

Submission Policy

Regardless of format (physically handing in, electronic), all assessment items & drafts must be submitted **by 5.00pm** of the due date.

STUDENT ASSESSMENT PLANNER INFORMATION - SEMESTER 2 2017

Year 10

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
8/08/17			Geography	GEO101B	5	SRE Part A	Water management	HO	C	70 mins
10/08/17			Science	SCI102CD	1	Exam	Global Systems		C	70 mins
11/08/17			Geography	GEO101B	5	SRE Part B	Water management	HO	C	70 mins
15/08/17			Ancient History	ANC102A	5	Exam	Sumerians		C	70 mins
16/08/17			Hospitality	HSP102A	6	Theory Exam	Hospitality & Food Production		C	60 mins
21/08/17	10/07/17	Ongoing	Visual Art	ART102A	6	Exam	20th Century Art Movements	CS	C	70 mins
21/08/17	10/07/17	Ongoing	Visual Art	ART102A	6	Prac-Vis Diary	20th Century Art Movements-bookwork	CS	C	7 wks
21/08/17	15/09/17	8/09/17	Science	SCI102AB	1	Assignment	Energy of Motion EEI	HO INT LR	Both	3 wks
22/08/17	31/07/17	15/08/17	SACS	SACS102A	5	Pamphlet	Intro to Tourism	INT HO	Both	600 wds
24/08/17			HPE	HPE102C	3	Exam	Personal Development	HO	C	70 mins
24/08/17			HPE	HPE102D	6	Exam	Personal Development	HO	C	70 mins
24/08/17	10/08/17	Ongoing	Hospitality	HSP102A	6	Prac Task A	Hospitality & Food Production	HO	C	70 mins
28/08/17	4/08/17	21/08/17	Australian History	AHI102A	5	Multi-Modal	Rights and Freedoms	FT INT LR	Both	4 - 6 mins
28/08/17	14/07/17	Ongoing	INF	INF102A	3	Major Project	Programming portfolio	T INT	Both	6 wks
31/08/17	10/08/17	Ongoing	Hospitality	HSP102A	6	Prac Task B	Hospitality & Food Production	HO	C	70 mins
1/09/17			Intro to Physical Education	PHD102B	3	Exam	Body Systems	T HO	C	70 mins
1/09/17			Mathematics (A)	MAT102A	4	Exam	Term 3 Topics		C	70 mins
1/09/17			Japanese	JAP102A	3	Exam	Listening		C	70 mins
1/09/17			Automotive Studies	TAU102A	3	Exam	Terminology & Gen Knowledge		C	45 mins
4/09/17			Modern History	MHT102B	5	Exam	The Russian Revolution	T HO	C	70 mins
6/09/17	10/08/17	Ongoing	Hospitality	HSP102A	6	Assignment	Hospitality & Food Production	HO	Both	3 wks
6/09/17			Numeracy	MAT102A-E	4	Portfolio	Term 3 Numeracy Topics		C	70 mins
6/09/17	16/08/17	28/08/17	English	ENG102	2	Assignment	Shakespeare Analytical	T	Both	500-700 wds
8/09/17	18/08/17	29/08/17	Music	MUS102A	3	Essay	World Music	C H INS INT	Both	500 wds
8/09/17			Japanese	JAP102A	3	Exam	Writing		C	70 mins
13/09/17	23/08/17	Ongoing	Visual Art	ART102A	6	Prac	20th Century Art Movements- focus	CS	C	3 wks
13/09/17			Mathematics	MAT102B-E	4	Exam	Term 3 Topics		C	70 mins
15/09/17			Science	SCI102CD	1	Exam	The Universe		C	70 mins
10/10/17			Ancient History	ANC102A	5	Exam essay	Minoans	HO	C	2 x 70 mins
12/10/17	12/09/17	5/10/17	Music	MUS102A	3	Performance	World Music	C H INS INT	Both	2 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
13/10/17	15/08/17	8/09/17	Geography	GEO101B	5	Field Report	Coastal management	FT INT	Both	600-800 wds
18/10/17			HPE	HPE102D	6	Practical Exam	CPR	HO	C	3-5 mins
20/10/17			HPE	HPE102C	3	Practical Exam	CPR	HO	C	3-5 mins
25/10/17	6/10/17		Mathematics (A)	MAT102A	4	Assignment	Conics		Both	2.5 wks
25/10/17	9/10/17	16/10/17	English	ENG102	2	Oral	Responding to Poetry	CS	Both	3 - 5 mins
26/10/17	3/10/17	13/10/17	INF	INF102A	3	Essay	IT Current Affairs	T INT	Both	2 wks
27/10/17			Science	SCI102AB	1	Exam	Global Systems		C	70 mins
27/10/17	3/10/17	17/10/17	SACS	SACS102A	5	Inquiry	Science and Technology	INT HO	Both	800 wds
30/10/17			Australian History	AHI102A	5	Exam	WW 2		C	70 mins
2/11/17	20/10/17	Ongoing	Hospitality	HSP102A	6	Prac Task A	Hospitality & Links with Tourism	HO	C	70 mins
9/11/17	12/10/17	2/11/17	HPE	HPE102C	3	Multimodal	First Aid	HO LR INT	Both	3-5 mins
9/11/17	11/10/17	2/11/17	HPE	HPE102D	6	Multimodal	First Aid	HO LR INT	Both	3-5 mins
9/11/17	20/10/17	Ongoing	Hospitality	HSP102A	6	Prac Task B	Hospitality & Links with Tourism	HO	C	70 mins
13/11/17	20/10/17	Ongoing	Hospitality	HSP102A	6	Assignment	Hospitality & Links with Tourism	HO	Both	4 wks
14/11/17	16/10/17	3/11/17	Ancient History	ANC102A	5	Multimodal	Vikings	LR INT	Both	5 - 7 mins
14/11/17	12/09/17	7/11/2017	Modern History	MHT102B	5	Multimodal	The Individual in History	T HO LR INT	Both	5 - 7 mins
16/11/17			Intro to Physical Education	PHD102B	3	Exam Essay	Training Principles	T HO	C	70 mins
16/11/17	31/10/17	10/11/17	Music	MUS102A	3	Composition	World Music	CH INS INT	Both	16bar/30secs
20/11/17			Geography	GEO101B	5	Exam Part A	Population		C	70 mins
20/11/17			English	ENG102	2	Exam	Creating Literary Responses	HO	C	600-800 wds
21/11/17			Australian History	AHI102A	5	Essay Exam	Immigration	HO	C	70 mins
21/11/17			Geography	GEO101B	5	Exam Part B	Population		C	70 mins
21/11/17			SACS	SACS102A	5	Exam	Personal Finance		C	70 mins
21/11/17			Japanese	JAP102A	3	Exam	Reading		C	70 mins
22/11/17	2/10/17	Ongoing	Visual Art	ART102A	6	Prac	Portraiture	CS	Both	8 wks
22/11/17			Mathematics	MAT102B-E	4	Exam	Term 4 Topics		C	70 mins
22/11/17			Mathematics (A)	MAT102A	4	Exam	Term 4 Topics		C	70 mins
22/11/17	26/10/17	Ongoing	INF	INF102A	3	Minor Project	HTML coding	T INT	Both	4 wks
23/11/17	19/07/17	Ongoing	STEM	STE102A	6	Assignment	Coding, Robotics, Entrepreneurs	HO INT FT	Both	15 wks
23/11/17			Japanese	JAP102A	3	Exam	Speaking		C	3 - 4 mins
24/11/17	6/11/17	17/11/17	Science	SCI102CD	1	Assignment	Energy of Motion EEI	HO INT R	Both	3 wks
24/11/17			Science	SCI102AB	1	Exam	The Universe		C	70 mins
24/11/17			Automotive Studies	TAU102A	3	Exam	Terminology & Gen Knowledge		C	45 mins
30/11/17		Ongoing	Construction	GCO102A	6	Practical	Construction Skills		C	Semester