

Assessment Policy

Year 11

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 11

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
26/07/17	17/07/17		Prevocational Maths	PVM112A	2	Assignment	Games of Chance Unit		C	5 lessons
27/07/17	18/07/17		Prevocational Maths	PVM112BC	3	Assignment	Games of Chance Unit		C	5 lessons
28/07/17			Earth Science	ESC112A	2	Exam	Hazardous Earth Processes (A,B)	CS	C	60 mins
31/07/17	17/08/17		Prevocational Maths	PVM112A	2	Assignment	Local Travel Unit		C	4 lessons
31/07/17			Earth Science	ESC112A	2	Exam	Hazardous Earth Processes: C	CS	C	60 mins
1/08/17	20/06/17	25/07/17	Recreation	RCJ112A	1	Multimodal	Training program evaluation	HO	C	2 - 4 mins
1/08/17	18/08/17		Prevocational Maths	PVM112B-C	3	Assignment	Local Travel Unit		C	4 lessons
7/08/17	29/05/017	Ongoing	Visual Art	ART112B	5.2	Prac	Layers- folio	CS	C	8 wks
7/08/17	17/07/17	Ongoing	Drama	DRA112A	2	Presenting	Epic Theatre	Script	Both	
15/08/17	18/07/17	8/08/17	Recreation	RCJ112C	1	Report	Training program design	HO	Both	400-700 wds
15/08/17	25/07/17	8/08/17	Mathematics C	MAC112A	5	Extended Report	Matrices		Both	3 wks
16/08/17	17/07/17	7/08/17	Recreation	RCJ112B	2	Report	Training program design	HO	Both	400-700 wds
16/08/17	10/07/17	31/07/17	Dance	DAN112A	4	Choreography	Choreography - Fairytales	AV	Both	1-2 mins
21/08/17	31/07/17	10/08/17	English Communication	ENC112	6	Assignment	Travel Brochure	HO INT	Both	250 wds
21/08/17	1/08/17	15/08/17	Legal Studies	LEG112A	1	Assignment	Tort Law	T INT	Both	3-5 mins
24/08/17			Geography	GEG112A	1	Essay	EcoTourism	HO	C	600 wds
28/08/17	19/06/17	2/08/17	Physics	PHY111A	4	EEL	Thermodynamics	INT T	Both	6 wks
30/08/17	14/09/17		Prevocational Maths	PVM112A	2	Assignment	Data Collection and Analysis		C	8 lessons
31/08/17	15/09/17		Prevocational Maths	PVM112BC	3	Assignment	Data Collection and Analysis		C	8 lessons
31/08/17			English	ENG112	6	Exam	Poetry	T	C	90 mins
31/08/17	31/07/17	24/08/17	SACS	CSZ112 B	2	Multimodal	Gender and Identity	LR INT	Both	3-5 mins
1/09/17	31/07/17	18/08/17	Health Education	HED112A	5	Assignment	Alcohol and binge drinking	HO INT	Both	800 - 1000 wds
1/09/17	9/08/17	23/08/17	Tourism	TRM112A	4	Extended response	Niche Tourism	INT HO CS	Both	1000 wds
1/09/17			Japanese	JAP112A	5	Exam	Reading		C	70 mins
1/09/17	31/07/17	25/08/17	SACS	CSZ112A	5	Multimodal	Gender and Identity	LR INT	Both	3-5 mins
1/09/17	1/08/17	24/08/17	BCT	BCT112A	1	Report	Managing Workplace Information	INT T	Both	800 - 100 wds
1/09/17			Dance	DAN112A	4	Exam	Essay - Pushing Boundaries	CS AV	Both	800 - 1200 wds
4/09/17	31/07/17	21/08/17	Modern History	MHS112A	2	Multimodal	Change in Australia	HO INT	Both	8-10 mins
4/09/17	14/07/17	31/07/17	IPT	IPT112A	4	Major Project	Online ordering system	T INT	Both	7 wks
4/09/17	24/07/17	21/08/17	Agricultural Practices	AGU112A	1	Investigation	Cattle Industry	HO LR INT	Both	500 - 800 wds

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
4/09/17			Dance	DAN112A	4	Exam	Essay - Pushing Boundaries	CS AV	Both	800 - 1200 wds
5/09/17			Geography	GEG112A	1	S.R. Test	Ecotourism		C	50 mins
5/09/17			Mathematics C	MAC112A	5	Exam 1	Exam 2.2A		C	70 mins
7/09/17	27/07/17	31/08/17	Physical Education	PED112A	2	Report	Energy systems and touch	T HO	Both	800 - 1000 wds
7/09/17	27/07/17	31/08/17	Physical Education	PED112B	1	Report	Energy systems and touch	T HO	Both	800 - 1000 wds
7/09/17			Mathematics A	MAA112A-D	2 3	Exam 1	Term 3 Topics		C	70 mins
7/09/17			Mathematics B	MAB112A-C	3	Exam 1	Term 3 Topics		C	70 mins
7/09/17	23/08/17	31/08/17	English Communication	ENC112	6	Oral	Travel Warning	INT	Both	3 - 4 mins
7/09/17	17/08/17	31/08/17	Drama	DRA112A	2	Responding	Gothic Theatre	HO	Both	
8/09/17	11/08/17	24/08/17	Early Childhood	ECJ112A	1	Investigation	Child Health & Wellbeing	HO	Both	3 wks
8/09/17	16/08/17	1/09/17	Earth Science	ESC112A	2	Assignment	Earth and its Systems (EFI)	T INT	Both	3 wks
8/09/17			Biology	BSC112AB	1 4	Exam (UB/IB)	Physiology		C	70 mins
8/09/17			Ancient History	AHS112A	4	Essay Exam	Boudicca		C	90 mins
8/09/17			Japanese	JAP112A	5	Exam	Speaking		C	4 - 5 mins
11/09/17	18/08/17	1/09/17	Hospitality Practices	HPJ112A	5	Investigation	Coffee Shops	HO	Both	3 wks
12/09/17			Mathematics B	MAB112A-C	3	Exam 2	Term 3 Topics		C	70 mins
12/09/17			Mathematics C	MAC112A	5	Exam 2	Exam 2.2B		C	70 mins
12/09/17	8/08/17	31/08/17	Music	MUS112A	1	Essay/Oral	Music of the Theatre	C H INS INT	Both	600-1000 words/3-4 mins/multimedia-3-5 mins
12/09/17			Economics	ECN112A	5	Exam essay	Macroeconomic management		C	90 mins
13/09/17			Chemistry	CHM112A	2	Exam	Consumer Chemistry		C	70 mins
13/09/17	30/08/17	6/09/17	Tourism	TRM112A	4	Multimodal	Niche Tourism	INT HO CS	Both	3 - 5 mins
14/09/17			Chemistry	CHM112A	2	Exam	Consumer Chemistry		C	70 mins
14/09/17			Mathematics A	MAA111A-D	2 3	Exam 2	Term 3 Topics		C	70 mins
1/10/17			Construction	VCO112B	1	Blue Dog	Theory	INT	Both	
1/10/17			Construction	VCO112A	5	Blue Dog	Theory	INT	Both	
5/10/17	6/09/17	13/09/17	English	ENG112	6	Assignment	Short Story	HO	Both	1000 wds
9/10/17	8/08/17	15/09/17	Visual Art	ART112B	5 2	Mag Article	Text	CS T	Both	800 wds
13/10/17	8/08/17	1/09/17	Biology	BSC112AB	1 4	Assignment	Transpiration EEI	T INT HO LR	Both	7 wks
23/10/17	11/09/17	12/10/17	Recreation	RCJ112B	2	Multimodal	Training program evaluation	HO	C	2 - 4 mins
24/10/17	12/09/16	13/10/17	Recreation	RCJ112C	1	Multimodal	Training program evaluation	HO	C	2 - 4 mins
2/11/17	9/10/17	26/10/17	English Communication	ENC112	6	Assignment	Picture Book	CS HO	Both	10 pages
3/11/17	5/10/17		Mathematics B	MAB112A-C	3	Assignment	Semester 2 topics	T INT	Both	4 wks
6/11/17	6/11/17	13/11/17	Tourism	TRM112A	4	Multimodal	World Tourism	INT HO CS	Both	1.5-3.5 mins
6/11/17			Construction	VCO112B	1	Practices	Practical	Workshop	C	
6/11/17			Construction	VCO112A	5	Practices	Practical	Workshop	C	

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
7/11/17			BCT	BCT112A	1	Short Response	Social Media	T INT	C	45 mins
9/11/17	12/10/17	2/11/17	Mathematics A	MAA111A-D	2 3	Assignment	Semester 2 Topics	T INT	Both	4 wks
9/11/17	3/10/17	26/10/17	Music	MUS112A	1	Composition	Australian Music	CHINS INT	Both	16bar/30sec
10/11/17	10/10/17	24/10/17	Economics	ECN112A	5	Assignment	Environmental economics	LR INT	Both	800 - 1000 wds
10/11/17	20/10/17	3/11/17	Tourism	TRM112A	4	Feature article	World Tourism	INT HO CS	Both	400 - 700 wds
10/11/17			Geography	GEG112A	1	Test	Climate Change		C	50 mins
13/11/17	13/11/17		Physics	PHY111A	4	SA (Part A)	Optics/Astrophysics/Relativity	CS	C	60 mins
13/11/17	10/11/17		Health Education	HED112A	5	Exam Essay	Domestic violence	HO INT	C	2 x 70 mins
13/11/17	9/10/17	30/10/17	SACS	CSZ112AB	2 5	Project	Art and Community	LR INT	Both	400-700 wds 3-6 mins
13/11/17	6/10/17	3/11/17	Dance	DAN112A	4	Performance	Performance - Michael Jackson	AV	Both	1-3 mins
14/11/17			Recreation	RCJ112A	1	Exam	Recreation Safety	CS HO	C	60 mins
14/11/17			Mathematics C	MAC112A	5	Exam	Exam 2.3A		C	70 mins
14/11/17	11/09/17	Ongoing	Visual Art	ART112B	5 2	Prac	Text- Body of Work	CS	C	8 wks
15/11/17	30/10/17	8/11/17	English	ENG112	6	Oral	Dramatic Play Seminar	T S	Both	3 - 5 mins
15/11/17	1/11/17	8/11/17	English Communication	ENC112	6	Oral	Persuasive Speech		Both	3 mins
15/11/17			Modern History	MHS112A	2	Exam	A Thread in Time	HO T	C	500 - 600 wds
15/11/17			Furnishing	FST112A	4	Project	Written and Practical	Workshop	Both	6 A4 pages
15/11/17			Furnishing	FST112A	4	Practical	Practical Demonstration	Workshop	C	
15/11/17			Furnishing	FST112B	4	Project	Written and Practical	Workshop	Both	6 A4 pages
15/11/17			Furnishing	FST112B	4	Practical	Practical Demonstration	Workshop	C	
16/11/17			Mathematics A	MAA111A-D	2 3	Exam 1	Term 4 Topics		C	70 mins
16/11/17			Mathematics B	MAB112A-C	3	Exam 1	Term 4 topics		C	70 mins
16/11/17	19/10/17		Prevocational Maths	PVM112A-C	2 3	Assignment	Earning and Income Unit		C	4 wks
17/11/17	17/11/17		Physics	PHY111A	4	SA (Part B)	Optics/Astrophysics/Relativity	CS	C	60 mins
17/11/17	23/10/17	2/11/17	Early Childhood	ECJ112A	1	Project	Child Health & Wellbeing	HO	Both	4 wks
17/11/17	20/10/17	3/11/17	Hospitality Practices	HPJ112A	5	Project	Coffee Shops	HO	Both	4 wks
17/11/17			Ancient History	AHS112A	4	Response to stimulus	Ancient Greek political structures		C	90 mins
17/11/17	10/10/17	9/11/17	Geography	GEG112A	1	Non Written Report	Climate Change	FT HO	Both	8 - 10 mins
17/11/17			BCT	BCT112A	1	Ext Response	Social Media	T INT	C	4-5 mins
20/11/17			Legal Studies	LEG112A	1	Exam	Family Law		C	90 mins
20/11/17			Japanese	JAP112A	5	Exam	Listening		C	60 mins
20/11/17	20/11/17	20/11/17	IPT	IPT112A	4	Exam	Computer Systems	T INT	C	70 mins
20/11/17			Agricultural Practices	AGU112A	1	Exam	Animal Husbandry		C	70 mins
21/11/17	17/10/17	7/11/17	Chemistry	CHM112A	2	EEL	Acids in the Environment		Both	1500 wds
21/11/17			Mathematics C	MAC112A	5	Exam	Exam 2.3B		C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
22/11/17	13/10/17	15/11/17	Earth Science	ESC112A	2	Assignment	Earth and its Systems (SFI)	T INT	Both	5 wks
22/11/17	22/11/17	22/11/17	IPT	IPT112A	4	Exam	Computer Systems	T INT	C	70 mins
23/11/17			Mathematics A	MAA111A-D	2 3	Exam 2	Term 4 Topics		C	70 mins
23/11/17			Physical Education	PED112A	2	Exam Essay	Training program evaluation	T HO	C	120 mins
23/11/17			Physical Education	PED112B	1	Exam Essay	Training program evaluation	T HO	C	120 mins
23/11/17			Mathematics B	MAT112A-C	3	Exam 2	Term 4 Topics		C	70 mins
24/11/17	20/10/17	17/11/17	Biology	BSC112AB	1 4	Assignment	Reproduction	T INT HO LR	Both	5 wks
24/11/17			Japanese	JAP112A	5	Exam	Writing		C	70 mins
			Ongoing competency based assessment throughout semester	VID112A	5					
<p><i>Assessment of Certificate II in Hospitality vocational modules will be ongoing throughout the Semester in various forms. These forms include site visits, assignments, a full day excursion to Brisbane, workbooks and practical work. The practical work will be through the assessment of coffee shop functions and take away espresso coffees and milkshakes. Students will be expected to complete 6 of the required 12 shifts at a Hospitality Establishment such as Kingaroy RSL Club. Students may consider participating in Community Assessment for Certificate I in Skills for Vocational Pathways will be ongoing as students develop required skills and knowledge.</i></p>										
<p><i>Certificate II in Engineering Pathways (MEM20413) will be ongoing throughout the Semester. Students will need to complete all aspects of the Blue Dog course as well as the practical components.</i></p>										
<p><i>Certificate I in General Construction (CPC10111) will be ongoing throughout the Semester. Students will need to complete all aspects of the Blue Dog course as well as the practical components.</i></p>										