

# Assessment Policy

**Year 12**

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](http://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 1<sup>st</sup> 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"> <li>• teacher consultation allowed</li> <li>• outline submitted</li> <li>• maximum two drafts submitted</li> </ul>	<ul style="list-style-type: none"> <li>• teacher consultation allowed</li> <li>• one draft or outline submitted</li> </ul>
Spoken /signed	<ul style="list-style-type: none"> <li>• teacher consultation allowed</li> <li>• maximum two drafts submitted</li> <li>• feedback provided during rehearsal/development</li> </ul>	<ul style="list-style-type: none"> <li>• teacher consultation allowed</li> <li>• one draft or outline submitted</li> <li>• feedback provided during rehearsal/development</li> </ul>

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 12**

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
20/07/17	23/01/17	Ongoing	Biology	BSC122A	2	EEL	Research Skills	T CS LR INT	Both	Semester
21/07/17	24/01/17	Ongoing	Biology	BSC122B	5	EEL	Research Skills	T CS LR INT	Both	Semester
28/07/17			Earth Science	ESC122A	2	Exam	Hazardous Earth Processes (A,B)	CS	C	60 mins
28/07/17	19/06/17	21/07/17	Tourism	TMS122A	1	Project	Procedures and Protocols	INT	Both	500-900 wds
31/07/17			Earth Science	ESC112A	2	Exam	Hazardous Earth Processes: C	CS	C	60 mins
3/08/17			Cert II Hospitality	VHY122A	5	Practical	Fudooka Farewell	C		All day
3/08/17	13/07/17	27/07/17	Recreation	RCJ122A	2	Multimodal	Coaching Evaluation	HO	C	3 - 6 mins
7/08/17	17/07/17	31/07/17	Mathematics A	MAA122BC	6	Assignment	Semester 2 Topics		Both	3 wks
8/08/17	18/07/17	1/08/17	Chemistry	CHM122A	1	ERT	Industrial Chemistry		Both	1500 wds
11/08/17	21/07/17	Ongoing	Drama	DRA122A	5	Presenting	Epic Theatre	Script	Both	3 - 5 mins
15/08/17	25/07/17	8/08/17	English Communication	ENC122	3	Assignment	Moving Out	INT HO	Both	500 wds
16/08/17	26/07/17	9/08/17	Mathematics A	MAA122A	6	Assignment	Semester 2 Topics		Both	4 wks
16/08/17	17/07/17	31/07/17	Mathematics B	MAB122AB	6	Assignment	Exponential Equations		Both	4 wks
16/08/17	17/07/17		Mathematics C	MAC122A	2	Assignment	Dynamics		Both	4 wks
16/08/17	10/07/17	31/07/17	Dance	DAN122A	4	Choreography	Choreography - Fairytales	AV	Both	2 - 4 mins
18/08/17	27/08/17	8/08/17	Home Economics	HEC122A	1	Research Task	Food and Nutrition	T HO INT	Both	1000-1500 wds
24/08/17			Geography	GEG122A	1	Essay	Ecotourism	HO	C	600 wds
24/08/17	2/08/17	17/08/17	Pre-Voc Maths	PVM122AB	6	Assignment	Overseas Travel	T INT	Both	3 wks
24/08/17	8/08/17	17/08/17	Music	MUS122A	1	Essay/Oral/Multimedia	Music of the Theatre	C H INS INT	Both	800-1200 wds / multimedia-5-7 mins
25/08/17	5/06/17	Ongoing	Visual Art	ART122AB	1 5	Prac	Morality-Body of Work 2	CS	C	10 wks
25/08/17			Japanese	JAP122A	5	Exam	Listening		C	70 mins
28/08/17	10/07/17	23/08/17	Physics	PHY122A	4	EEL	Sound / Music	T CS INT	Both	6 wks
31/08/17	9/03/17	22/08/17	Music	MUS122A	1	Composition	Music of the Theatre	C H INS INT	Both	32 bar/1min
31/08/17	31/07/17	24/08/17	SACS	CSZ122B	2	Multimodal	Gender and Identity	LR INT	Both	3 - 5 mins
1/09/17			Chemistry	CHM122A	1	Exam	Forensic Chemistry		C	80 mins
1/09/17	8/08/17	22/08/17	Recreation	RCJ122B	5	Investigation	Physical Activity & Healthy Living	LR HO INT	Both	600-1000 wds
1/09/17			Geography	GEG122A	1	Essay	Ecotourism	HO	C	600 wds
1/09/17	31/07/17	25/08/17	SACS	CSZ122A	4	Multimodal	Gender and Identity	LR INT	Both	3 - 5 mins
1/09/17	10/07/17	18/09/17	Graphics	GPH121A	5	Assignment	Industrial Design	INT CL T LR	Both	8 wks

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
1/09/17	1/08/17	24/08/17	BCT	BCT122A	1	Report	Managing Workplace Information	INT T	Both	1000-1500 wds
1/09/17			Dance	DAN122A	4	Exam	Essay - Pushing Boundaries	CS AV	Both	800-1200 wds/4-5 mins/multimedia-5-7 mins
4/09/17	24/7/17	25/8/17	Physical Education	PED122A	4	Assignment	Figueroa's Framework	CS HO INT	Both	1000-1500 wds
4/09/17	25/7/17	25/8/17	Physical Education	PED122B	1	Assignment	Figueroa's Framework	CS HO INT	Both	1000-1500 wds
4/09/17	31/07/17	21/08/17	Modern History	MHS112A	2	Multimodal	Change in Australia	HO INT	Both	10-20 mins
4/09/17	14/07/17	31/07/17	IPT	IPT122A	4	Major Project	Online ordering system	T INT	Both	7 wks
4/09/17			Dance	DAN122A	4	Exam	Essay - Pushing Boundaries	CS AV	Both	800-1200 wds/4-5 mins/multimedia-5-7 mins
4/09/17			Biology	BSC122A	2	Exam (UB/IB)	A Gattaca Future	T CS INT	Both	70 mins
5/09/17			Chemistry	CHM122A	1	Exam	Forensic Chemistry		C	80 mins
5/09/17			Graphics	GPH122A	5	Extended Response	Industrial Design		C	70 mins
5/09/17			Geography	GEG122A	1	S.R. Test	Ecotourism		C	50 mins
5/09/17			Japanese	JAP122A	5	Exam	Reading		C	70 mins
5/09/17			Agricultural Practices	AGU122A	1	Exam	Animal Health & Reproduction		C	70 mins
5/09/17			Biology	BSC122B	5	Exam (UB/IB)	A Gattaca Future	T CS INT	Both	70 mins
6/09/17			Mathematics A	MAA122A-C	6	Exam	Term 3 Topics		C	70 mins
6/09/17			Mathematics B	MAB122AB	6	Exam A	Term 3 topics		C	80 mins
6/09/17			Physics	PHY122A	4	Exam	Sound / Waves	T CS INT	H	70 mins
6/09/17			Biology	BSC122A	2	Exam (EBI)	A Gattaca Future	T CS INT	Both	70 mins
6/09/17			Ancient History	AHS122A	4	Essay Exam	Boudicca		C	90 mins
7/09/17			Mathematics C	MAC122A	2	Exam	Term 3 topics		C	80 mins
7/09/17			English	ENG122	3	Exam	Shakespeare	T	C	600-800 wds
7/09/17	6/09/17		Health Education	HED122A	2	Exam Essay	Organ and tissue donation	HO INT	C	2 x 70 mins
8/09/17			Biology	BSC122B	5	Exam (EBI)	A Gattaca Future	T CS INT	Both	70 mins
8/09/17	22/08/17	Regular	Home Economics	HEC122A	1	Practical Task	Cookery Component	T HO INT	C	70 mins
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			Legal Studies	LEG122AB	4.5	Exam	Civil Wrongs (Torts) and the Law		C	120 mins
8/09/17			Japanese	JAP122A	5	Exam	Writing		C	70 mins
8/09/17	18/08/17	1/09/17	Drama	DRA122A	5	Responding	Gothic Theatre	HO	Both	1000 - 1200 wds
8/09/17			Physics	PHY122A	4	Exam	Sound / Waves	T CS INT	C	70 mins
11/09/17			Mathematics A	MAA122A-C	6	Exam	Term 3 Topics		C	70 mins
11/09/17			Mathematics B	MAB122AB	6	Exam B	Term 3 topics		C	80 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
11/09/17	7/08/17	4/09/16	Early Childhood	ECJ122A	2	Investigation	Keeping Safe and Sound	HO	Both	4 wks
11/09/17			Mathematics C	MAC122A	2	Exam	Term 3 Topics		C	80 mins
12/09/17	22/08/17	Regular	Home Economics	HEC122A	1	Practical Task	Process Journal	T HO INT	Both	1000-1500 wds
5/10/17			English Communication	ENG122	3	Practical	Work Portfolio		C	70 mins
12/10/17	11/10/17		Recreation	RCJ122A	2	Exam	Risk assessment	HO	C	2 x 70 mins
13/10/17	10/10/17		Recreation	RCJ122B	5	Exam	Risk assessment	HO	C	2 x 70 mins
23/10/17	9/10/17	16/10/17	Early Childhood	ECJ122A	2	Proj - Product	Toy for emotional wellbeing	INT	C	2 wks
25/10/17	7/09/17	18/10/17	Pre-Voc Maths	PVM122AB	6	Assignment	Home Learning Portfolio	T INT CS	Both	5 wks
2/11/17	6/10/17	26/10/17	English	ENG122	3	Oral	Collage	T INT CS	Both	5 - 7 mins
2/11/17	3/10/17	19/10/17	Music	MUS122A	1	Student Directed	What's Next?	C H INS	Both	800-1200 wds/32 bar/3 min
3/11/17			Home Economics	HEC122A	1	Theory Test	Food and Nutrition\ Housing		C	90 mins
3/11/17	13/09/17	27/10/17	Physical Education	PE122A	4	Report	Sport psychology	T HO INT	Both	1000-1500 wds
3/11/17	12/09/17	27/10/17	Physical Education	PE122B	1	Report	Sport psychology	T HO INT	Both	1000-1500 wds
3/11/17	10/10/17	27/10/17	Geography	GEG122A	1	Non Written Report	Climate Change	FT HO	Both	8 - 10 mins
3/11/17	2/10/17	20/10/17	Graphics	GPH121A	5	Assignment	Industrial Design	INT CL T LR	Both	4 wks
3/11/17	6/10/17	30/10/17	Physics	PHY122A	4	ERT	Atomic/Nuclear Physics	T CS LR INT	Both	4 wks
6/11/17	9/10/17	29/10/17	Early Childhood	ECJ122A	2	Proj - Written	Toy for emotional wellbeing	INT HO	Both	4 wks
6/11/17	7/10/16	21/10/16	Health Education	HED122A	2	Assignment	Specific population - own choice	HO INT	Both	1000-1500 wds
6/11/17			Modern History	MHS112A	2	Exam	A Thread in Time	HO T	C	500 - 800 wds
6/11/17	9/10/17	30/10/17	SACS	CSZ122AB	2 4	Project	Art and Community	LR INT	Both	400-700 wds 3-6 mins
6/11/17			Furnishing	FST122A	5	Project	Written and Practical	Workshop	Both	8 A4 Pages
6/11/17			Furnishing	FST122A	5	Practical	Practical Demonstration	Workshop	C	
6/11/17			Furnishing	FST122B	1	Project	Written and Practical	Workshop	Both	8 A4 Pages
6/11/17			Furnishing	FST122B	1	Practical	Practical Demonstration	Workshop	C	
6/11/17			Furnishing	FST122C	2	Project	Written and Practical	Workshop	Both	8 A4 Pages
6/11/17			Furnishing	FST122C	2	Practical	Practical Demonstration	Workshop	C	
6/11/17	6/10/17	27/10/17	Dance	DAN122A	4	Own Choice	Performance - Michael Jackson	AV	Both	Essay: 800-1000 wds, Choreo: 2-4 mins, Perf 2-4 mins
7/11/17			Chemistry	CHM122A	1	Exam	Marine Chemistry		C	70 mins
7/11/17	19/10/17	31/10/17	English Communication	ENC122	3	Oral	Valedictory Speech		Both	4-5 mins
7/11/17	28/08/17	Ongoing	Visual Art	ART122AB	1 5	Prac	Extension	CS	C	9 wks
7/11/17	3/10/17	24/10/17	Agricultural Practices	AGU122A	1	Project	Animal Welfare / Low Stress Handling	HO LR INT	Both	500-900 wds
7/11/17			BCT	BCT122A	1	Response	Social Media	T INT	C	50 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
9/1/1/17			Mathematics C	MAC122A	2	Exam	Conics		C	100 mins
9/1/1/17	5/10/17	2/11/17	Biology	BSC122A	2	ERT	This Changing Life	T, CS, LR, INT	Both	4 wks
10/1/1/17			Chemistry	CHM122A	1	Exam	Marine Chemistry		C	70 mins
10/1/1/17	13/10/17	3/11/17	Earth Science	ESC112A	2	Assignment	Earth and its Systems (SF1)	T INT	Both	4 wks
10/1/1/17			Ancient History	AHS122A	4	stimulus	Ancient Greek political structures		C	90 mins
10/1/1/17			Legal Studies	LEG122AB	4 5	Exam	Family Law		C	120 mins
10/1/1/17			Japanese	JAP122A	5	Exam	Comprehending		C	70 mins
10/1/1/17			Geography	GEG122A	1	S.R. Test	Climate Change		C	50 mins
10/1/1/17			BCT	BCT122A	1	Ext Response	Social Media	T INT	C	70 mins
10/1/1/17	6/10/17	3/11/17	Biology	BSC122B	5	ERT	This Changing Life	T CS LR INT	Both	4 wks
13/1/1/17			Mathematics A	MAA122A-C	6	Exam	Term 4 Topics		C	70 mins
13/1/1/17	13/11/17	13/11/17	IP T	IP T122A	4	Exam	Computer Systems	T INT	C	70 mins
13/1/1/17	13/11/17		Drama	DRA122A	5	Forming	Improvisation	Script HO	C	3 mins
14/1/1/17	1/09/17	27/10/17	Tourism	TMS122A	1	Investigation	The Future of Tourism	INT	Both	600-1000 wds
14/1/1/17			Japanese	JAP122A	5	Exam	Composing		C	70 mins
15/1/1/17			Mathematics B	MAB122	6	Exam A	Term 4 topics		C	80 mins
15/1/1/17	15/11/17	15/11/17	IP T	IP T122A	4	Exam	Computer Systems	T INT	C	70 mins
16/1/1/17			Mathematics A	MAA122A-C	6	Exam	Term 4 Topics		C	70 mins
16/1/1/17			Mathematics B	MAB122	6	Exam B	Term 4 topics		C	60 mins
16/1/1/17			Pre-Voc Maths	PVM122AB	6	Exam	Semester 2 Work		C	70 mins
				IDM122A	5		Ongoing competency based assessment throughout semester			

Assessment of Certificat II in Hospitality vocational modules will be ongoing throughout the Semester in various forms. These forms include site visits, assignments, workbooks, practical work and excursions. VHY122A - The practical work will be through the assessment of the Fudoka Function and completing work experience at the Pioneer Restaurant.

Assessment for Certificate II in Workplace Practices will be ongoing throughout the Semester as students develop the required skills and knowledge.

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.

Certificate I in General Construction (GPC10111) will be ongoing throughout the Semester. Students will need to complete all aspects of the Blue Dog course as well as the practical components.