

# Assessment Policy

**Year 7**

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.**

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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 7**

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
26/07/17			Music	MUS072D	8	Exam	Rhythmic Dictation	AV	C	15 mins
31/07/17	10/07/17	24/07/17	German	GER071A	6	Assign	Festivals (Oktoberfest)	T CS LR HO INT	Both	min 500 wds
4/08/17	4/08/17		Drama	DRA072C	5	Exam	Elements of Drama	HO	C	35 mins
4/08/17	11/07/17	28/07/17	English	ENG072	1	Assignment	Biography		Both	300-400 wds
8/08/17	8/08/17		Drama	DRA072D	9	Exam	Elements of Drama	HO	C	35 mins
9/08/17			Science	SCI072ABCF	4	Exam	Astronomy		C	70 mins
21/08/17	31/07/17	7/08/17	Agricultural Science	AGS072D	5	Assignment	Seed Propagation	HO LR INT	Both	300 wds
21/08/17	21/08/17		Drama	DRA072C	5	Improvisation	Improvisation	Stimulus	C	1 min
21/08/17	7/08/17	16/08/17	Home Economics	HEC072G	6	Assignment	Research / Justification	HO	Both	2 wks
22/08/17	22/08/17		Drama	DRA072D	9	Improvisation	Improvisation	Stimulus	C	1 min
22/08/17			Geography	GEG072A	3	RTS Exam	Water in the World	HO	C	70 mins
22/08/17	8/08/17	15/08/17	Home Economics	HEC072D	9	Assignment	Research/Justification	HO	Both	2 wks
28/08/17			HPE	HPE072A-B	5	Exam	Sun safety	HO	C	70 mins
28/08/17			HPE	HPE072F-G	6	Exam	Sun safety	HO	C	70 mins
29/08/17			HPE	HPE072C-E	9	Exam	Sun safety	HO	C	70 mins
31/08/17			Mathematics	MAT072A-H	2	Exam	Integers, indices and algebra		C	70 mins
4/09/17			German	GER071A	6	Exam	Reading & Writing	T CS HO	C	35 mins
4/09/17			Manual Arts	MAN072F	5	Product	Metal	Workshop	C	
4/09/17			Manual Arts	MAN072K	8	Product	Metal	Workshop	C	
6/09/17	23/08/17	4/09/17	Home Economics	HEC072G	6	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
6/09/17	23/08/17	30/08/17	Japanese	JAP072C	6	Assignment	Weather Report	HO	Both	1 - 2 mins
6/09/17			Japanese	JAP072C	6	Exam	Reflection		C	20 mins
7/09/17	24/08/17	31/08/17	Home Economics	HEC072D	9	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
7/09/17	21/08/17	31/08/17	Japanese	JAP072DE	9	Assignment	Weather Report	HO	Both	1 - 2 mins
7/09/17			Japanese	JAP072DE	9	Exam	Reflection		C	20 mins
8/09/17	25/08/17	1/09/17	Japanese	JAP072AB	5	Assignment	Weather Report	HO	Both	1 - 2 mins
8/09/17			Japanese	JAP072AB	5	Exam	Reflection		C	20 mins
8/09/17			Manual Arts	MAN072F	5	Product	Wood	Workshop	C	

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
8/09/17			Manual Arts	MAN072K	8	Product	Wood	Workshop	C	
11/09/17	25/08/17	Ongoing	Drama	DRA072C	5	Performance	Performance Skills	Script	Both	1 - 2 mins
12/09/17	24/08/17	Ongoing	Drama	DRA072D	9	Performance	Performance Skills	Script	Both	1 - 2mins
13/09/17	13/09/17		Drama	DRA072E	8	Exam	Elements of Drama	HO	C	35 mins
13/09/17			Music	MUS072D	8	Exam	A Guide to the orchestra	AV	C	45 mins
15/09/17	21/08/17	8/09/17	Science	SCI072ABC	4	Assignment	Seasons	HO INT LR	Both	3 wks
15/09/17			Science	SCI072DEGH	4	Exam	Biology		C	70 mins
13/10/17	29/08/17	6/10/17	English	ENG072	1	Assignment	Memoir		Both	300-400 wds
18/10/17	18/10/17		Drama	DRA072E	8	Improvisation	Improvisation	Stimulus	C	1 min
25/10/17	4/10/17	18/10/17	Music	MUS072D	8	Composition	Composition	Instruments	Both	4 bars
30/10/17			German	GER071A	6	Exam	Listening & Reading	T CS LR HO	C	35 mins
30/10/17	4/10/17	23/10/17	Mathematics	MAT072A-H	2	Assignment	Statistics and Data		Both	3 wks
1/11/17			Science	SCI072DEGH	4	Exam	Astronomy		C	70 mins
2/11/17	19/10/17	26/10/17	Home Economics	HEC072F	9	Assignment	Research/Justification	HO	Both	2 wks
6/11/17	23/10/17	30/10/17	Home Economics	HEC072E	5	Assignment	Research/Justification	HO	Both	2 wks
8/11/17	1/11/17	Ongoing	Music	MUS072D	8	Performance	Performance - Guitar	Instruments	Both	90 sec
16/11/17	26/10/17	7/11/17	Geography	GEG072A	3	Multimodal	Managing Resources	HO LR T	Both	3-5 mins
17/11/17	3/11/17	10/11/17	English	ENG072	1	Oral	Song of Social Comment		Both	2-3 mins
20/11/17	6/11/17	13/11/17	Home Economics	HEC072E	5	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
20/11/17			HPE	HPE072A-B	5	Exam	Generations	HO	C	70 mins
20/11/17			HPE	HPE072F-G	6	Exam	Generations	HO	C	70 mins
21/11/17	7/11/17	14/11/17	Home Economics	HEC072F	9	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
21/11/17			HPE	HPE072C-E	9	Exam	Generations	HO	C	70 mins
22/11/17	8/11/17	15/11/17	Japanese	JAP072C	6	Assignment	Missing Pet Poster	HO	Both	10 sentences
22/11/17	15/11/17	Ongoing	Music	MUS072D	8	Performance	Performance - Ukulele	Instruments	Both	90 sec
23/11/17	9/11/17	16/11/17	Japanese	JAP072DE	9	Assignment	Missing Pet Poster	HO	Both	10 sentences
24/11/17	10/11/17	17/11/17	Japanese	JAP072AB	5	Assignment	Missing Pet Poster	HO	Both	10 sentences
27/11/17	13/11/17	20/11/17	German	GER071A	6	Oral	Writing & Speaking	T CS LR HO INT	Both	1-3 mins
27/11/17			Manual Arts	MAN072H	6	Product	Wood	Workshop	C	
29/11/17	1/11/17	Ongoing	Drama	DRA072E	8	Performance	Performance Skills	Script	Both	1- 2 mins
29/11/17			Japanese	JAP072C	6	Exam	Listening		C	45 mins
30/11/17			Japanese	JAP072DE	9	Exam	Listening		C	45 mins
30/11/17			Mathematics	MAT072A-H	2	Exam	Angles and transformations		C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
1/12/17			Japanese	JAP072AB	5	Exam	Listening		C	45 mins
1/12/17			Manual Arts	MAN072H	6	Product	Metal	Workshop	C	
1/12/17	6/11/17	24/11/17	Science	SCI072DEGH	4	Assignment	Seasons	HO INT LR	Both	3 wks
1/12/17			Science	SCI072ABCF	4	Exam	Biology		C	70 mins
Week 10	Week 7	Ongoing	Visual Art	ART072C	6	Prac	Tone, Shape	CS	C	3 wks
Week 10	Week 10		Visual Art	ART072C	8	Evaluation	Self-Evaluation		C	60 mins
Week 14	Week 11	Ongoing	Visual Art	ART072E	5	Prac	Colour	CS	C	4 wks
Week 14	Week 8	Ongoing	Visual Art	ART072D	8	Prac	Line, Texture	CS	C	3 wks
Week 17	Week 14	Ongoing	Visual Art	ART072E	5	Prac	Line, Texture	CS	C	3 wks
Week 19	Week 14	Ongoing	Visual Art	ART072D	8	Prac	Tone, Shape	CS	C	3 wks
Week 19	Week 19		Visual Art	ART072D	8	Evaluation	Self-Evaluation		C	60 mins
Week 20	Week 17	Ongoing	Visual Art	ART072E	5	Prac	Tone, Shape	CS	C	3 wks
Week 20	Week 20		Visual Art	ART072E	3	Evaluation	Self-Evaluation		C	60 mins
Week 4	Week 1	Ongoing	Visual Art	ART072C	6	Prac	Colour	CS	C	4 wks
Week 7	Week 4	Ongoing	Visual Art	ART072C	6	Prac	Line, Texture	CS	C	3 wks
Week 7	Week 1	Ongoing	Visual Art	ART072D	8	Prac	Colour	CS	C	4 wks

Visual Art - Assessment will be completed in class time and dates will be set by class teacher (see Homework Diary in week indicated)