

Assessment Policy

Year 8

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 8

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
19/07/17			Music	MUS082C	2	Exam	Rhythmic Dictation	AV	C	15 mins
27/07/17	20/07/17	26/07/17	Music	MUS082C	2	Composition	Composition	Instruments	Both	4 bars
7/08/17	27/07/17	31/07/17	Home Economics	HEC082C	2	Prac Task	Food & Nutrition	HO	Both	2 wks
10/08/17	27/07/17	31/07/17	Home Economics	HEC082C	2	Evaluation	Food & Nutrition	HO	Both	1 wk
10/08/17			Science	SCI082ADG	2-3	Exam	Cells		C	70 mins
10/08/17			Japanese	JAP082DE	1	Exam	Listening		C	45 mins
10/08/17			Japanese	JAP082F	6	Exam	Listening		C	45 mins
15/08/17	20/07/17	3/08/17	Mathematics	MAT082ABG	1	Assignment	Data	T	Both	3 wks
16/08/17	20/07/17	3/08/17	Mathematics	MAT082C-F	6	Assignment	Data	T	Both	3 wks
16/08/17	2/08/17	9/08/17	Health and Nutrition	HNU082A	8	Assignment	Part A - Diet Analysis	HO	Both	2 wks
17/08/17	28/07/17	8/08/17	Dance	DAN082C	3	Performance	Popular Dance	AV	Both	1-2 mins
17/08/17			Music	MUS082C	2	Exam	Rock Exam	AV	C	45 mins
18/08/17			Geography	GEG082	5	SR Exam	Landforms	HO T	C	70 mins
24/08/17	21/08/17	Ongoing	Music	MUS082C	2	Performance	Performance - Guitar	Instruments	Both	90 secs
25/08/17	9/08/17	18/08/17	English	ENG082	4	Oral	News Media	CS HO	Both	3 mins
25/08/17	1/07/17	15/07/17	Agricultural Science	AGS082C	3	Written Report	Animal Husbandry - Poultry	HO LR INT	Both	400 wds
4/09/17	28/08/17	Ongoing	Music	MUS082C	2	Performance	Performance - Drums	Instruments	Both	90 secs
4/09/17	21/08/17	28/08/17	Japanese	JAP082F	6	Assignment	Speaking - role play	HO CS	Both	2-3 mins
4/09/17			Japanese	JAP082F	6	Exam	Reflection		C	35 mins
4/09/17			Manual Arts	MAN082D	3	Product	Metal	Workshop	C	Term
5/09/17			HPE	HPE082G-H	1	Exam Part A	My decisions my life	HO	C	70 mins
5/09/17	22/08/17	29/08/17	Japanese	JAP082DE	1	Assignment	Speaking - role play	HO CS	Both	2-3 mins
5/09/17			Japanese	JAP082DE	1	Exam	Reflection		C	35 mins
6/09/17			HPE	HPE082E-F	6	Exam Part A	My decisions my life	HO	C	70 mins
7/09/17			HPE	HPE082G-H	1	Exam Part B	My decisions my life	HO	C	70 mins
7/09/17			HPE	HPE082E-F	6	Exam Part B	My decisions my life	HO	C	70 mins
8/09/17			Manual Arts	MAN082D	3	Product	Wood	Workshop	C	Term
11/09/17	6/09/17	Ongoing	Music	MUS082C	2	Performance	Performance - Ukulele	Instruments	Both	90 sec
12/09/17			Dance	DAN082C	3	Exam	Dance Analysis	CS AV	Both	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
13/09/17	23/08/17	Ongoing	Home Economics	HEC082C	2	Prac Task	Textiles - Sewn Article	HO	C	3 wks
13/09/17	23/08/17	6/09/17	Health and Nutrition	HNU082A	8	Assignment	Part B - Diet Improvement	HO	Both	3 wks
14/09/17			Mathematics	MAT082C-F	6	Exam	Unit 6 topics		C	70 mins
14/09/17			Mathematics	MAT082ABG	1	Exam	Unit 6 topics		C	70 mins
14/09/17	21/08/17	7/09/17	Science	SCI082BC	2	Assignment	Rube Goldberg machine	HO INT	Both	3 wks
14/09/17			Science	SCI082AD	2	Exam	Reproduction		C	70 mins
15/09/17	21/08/17	8/09/17	Science	SCI082EF	3	Assignment	Rube Goldberg machine	HO INT	Both	3 wks
15/09/17			Science	SCI082G	3	Exam	Reproduction		C	70 mins
11/10/17			Music	MUS082D	2	Exam	Rhythmic Dictation	AV	C	15 mins
11/10/17			Geography	GEG082	5	RTS Exam	Coastal processes Pt 1	HO T	C	70 mins
12/10/17			Geography	GEG082	5	RTS Exam	Coastal processes Pt 2	HO T	C	70 mins
19/10/17	12/10/17	18/10/17	Music	MUS082D	2	Composition	Composition	Instruments	Both	4 bars
24/10/17	24/10/17		Drama	DRA082D	3	Exam	Dramatic Tension	HO	C	70 mins
25/10/17	25/10/17		Drama	DRA082C	2	Exam	Dramatic Tension	HO	C	70 mins
26/10/17	12/10/17	19/10/17	Japanese	JAP082F	6	Assignment	Writing - house plan	HO CS	Both	10 sentences
27/10/17	13/10/17	20/10/17	Japanese	JAP082DE	1	Assignment	Writing - house plan	HO CS	Both	10 sentences
31/10/17			Science	SCI082EF	3	Exam	Cells		C	70 mins
1/11/17	13/10/17	23/10/17	Home Economics	HEC082D	2	Prac Task	Food & Nutrition	HO	Both	2 wks
1/11/17			Science	SCI082BC	2	Exam	Cells		C	70 mins
2/11/17	13/10/17	23/10/17	Home Economics	HEC082D	2	Evaluation	Food & Nutrition	HO	Both	1 wk
3/11/17	18/10/17	27/10/17	English	ENG082	4	Assignment	Persuasive Analysis	HO	Both	400 wds
5/11/17	14/07/17	27/07/17	Dance	DAN082C	3	Choreography	Popular Dance	AV	Both	1-2 mins
8/11/17	25/10/17	1/11/17	Health and Nutrition	HNU082C	8	Assignment	Part A - Diet Analysis	HO	Both	2 wks
8/11/17	25/10/17	1/11/17	Health and Nutrition	HNU082D	8	Assignment	Part A - Diet Analysis	HO	Both	2 wks
8/11/17			Music	MUS082D	2	Exam	Rock Exam	AV	C	45 mins
10/11/17	26/10/17	Ongoing	Drama	DRA082D	3	Performance	"The Twits"	Script	Both	1 -2 mins
10/11/17	10/11/17		Drama	DRA082D	3	Reflection	"The Twits"	HO	C	Short answer
13/11/17	26/10/17	Ongoing	Drama	DRA082C	2	Performance	"The Twits"	Script	Both	1-2 mins
13/11/17	13/11/17		Drama	DRA082C	2	Reflection	"The Twits"	HO	C	Short answer
15/11/17	9/11/17	Ongoing	Music	MUS082D	2	Performance	Performance - Guitar	Instruments	Both	90 secs
22/11/17	16/11/17	Ongoing	Music	MUS082D	2	Performance	Performance - Drums	Instruments	Both	90 secs
23/11/17			HPE	HPE082G-H	1	Exam	My adolescent relationships	HO	C	70 mins
23/11/17			HPE	HPE082E-F	6	Exam	My adolescent relationships	HO	C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
23/11/17			Japanese	JAP082F	6	Exam	Reading		C	60 mins
24/11/17			Japanese	JAP082DE	1	Exam	Reading		C	60 mins
24/11/17	10/11/17	17/11/17	Geography	GEG082	5	Assignment	Changing Nation	HO T	Both	500 wds
27/11/17			English	ENG082	4	Exam	Analysing Digital Texts		C	70 mins
27/11/17			Manual Arts	MAN082E	3	Product	Wood	Workshop	C	Term
29/11/17	9/11/17	Ongoing	Home Economics	HEC082D	2	Prac Task	Textiles - Sewn Article	HO	C	3 wks
29/11/17	8/11/17	2/11/17	Health and Nutrition	HNU082C	8	Assignment	Part B - Diet Improvement	HO	Both	3 wks
29/11/17	8/11/17	2/11/17	Health and Nutrition	HNU082D	8	Assignment	Part B - Diet Improvement	HO	Both	3 wks
29/11/17	27/11/17		Drama	DRA082C	2	Group Devised Scene	And then...	Stimulus	C	1-2 mins
29/11/17	23/11/17	Ongoing	Music	MUS082D	2	Performance	Performance - Ukulele	Instruments	Both	90 secs
30/11/17			Mathematics	MAT082C-F	6	Exam	Term 4 topics		C	70 mins
30/11/17			Mathematics	MAT082ABG	1	Exam	Term 4 topics		C	70 mins
30/11/17	6/11/17	23/11/17	Science	SCI082AD	2	Assignment	Rube Goldberg machine	HO INT	Both	3 wks
30/11/17			Science	SCI082BC	2	Exam	Reproduction		C	70 mins
30/11/17	28/11/17		Drama	DRA082D	3	Group Devised	And then...	Stimulus	C	1-2 mins
1/12/17	7/11/17	24/11/17	Science	SCI082G	3	Assignment	Rube Goldberg machine	HO INT	Both	3 wks
1/12/17			Science	SCI082EF	3	Exam	Reproduction		C	70 mins
1/12/17			Manual Arts	MAN082E	3	Product	Metal	Workshop	C	Term
Week 10	Week 8	Ongoing	Visual Art	ART082C	3	Prac	Fantastic Beasts	CS	C	3 wks
Week 3	Week 1	Ongoing	Visual Art	ART082C	3	Prac	Sgraffito	CS	C	3 wks
Week 3	Week 1	Ongoing	Visual Art	ART082D	2	Prac	Sgraffito	CS	C	3 wks
Week 6	Week 4	Ongoing	Visual Art	ART082C	3	Essay	Clay Heads	CS	C	3 wks
Week 6	Week 4	Ongoing	Visual Art	ART082D	2	Essay	Clay Heads	CS	C	3 wks
Week 7	Week 7	Ongoing	Visual Art	ART082C	3	Prac	Van Gogh	CS	C	70 mins
Week 7	Week 7	Ongoing	Visual Art	ART082D	2	Prac	Van Gogh	CS	C	70 mins
Week 9	Week 8	Ongoing	Visual Art	ART082D	3	Prac	Fantastic Beasts	CS	C	2 wks
Visual Art - Please note- Assessment will be completed within class time and dates will be set by class teacher (see Homework diary) in week indicated.										