

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 9

| Due Date | Date Set | Progress Check | Subject | Subject Code | Line | Task Type | Topic | Resources | Home / Class | Length / Time |
|----------|----------|----------------|------------------------|--------------|------|----------------|--------------------------------|-------------|--------------|---------------|
| 1/08/17 | 11/07/17 | Ongoing | Art | ART092B | 3 | Practical | Drawing | CS | Both | 4 wks |
| 3/08/17 | 3/08/17 | | Drama | DRA092A | 3 | Exam | Elements of Drama | HO | C | 70 mins |
| 9/08/17 | | | Science | SCI092AB | 4 | Exam | Physiology | | C | 70 mins |
| 10/08/17 | | | Science | SCI092DG | 6 | Exam | Physiology | | C | 70 mins |
| 10/08/17 | 10/07/17 | | Business Studies | BST092B | 3 | Project | Personal Finance | INT | Both | 5 wks |
| 15/08/17 | 10/07/17 | 8/08/17 | Mathematics | MAT092A-G | 5 | Assignment | Data Representation | | Both | 5 wks |
| 28/08/17 | | | HPE | HPE092A-D | 4 | Exam Part A | My Social Responsibility | HO | C | 70 mins |
| 28/08/17 | | | HPE | HPE092E-G | 6 | Exam Part A | My Social Responsibility | HO | C | 70 mins |
| 29/08/17 | 8/08/17 | 22/08/17 | English | ENG092 | 1 | Assignment | Interview Script | T | Both | 400 wds |
| 30/08/17 | | | HPE | HPE092A-D | 4 | Exam Part B | My Social Responsibility | HO | C | 70 mins |
| 30/08/17 | | | HPE | HPE092E-G | 6 | Exam Part B | My Social Responsibility | HO | C | 70 mins |
| 31/08/17 | 22/08/17 | 29/08/17 | Home Economics - Foods | HEF092A | 3 | Practical Task | Food Technology and Nutrition | HO | C | 70 mins |
| 31/08/17 | 3/08/17 | 21/08/17 | Geography | GEG092 A-G | 2 | Assignment | Interconnections | INT CS T | Both | 300-400 wds |
| 5/09/17 | 22/08/17 | 1/09/17 | Home Economics - Foods | HEF092A | 3 | Written Task | Food Technology and Nutrition | HO | Both | 2 wks |
| 7/09/17 | | | Japanese | JAP092A | 3 | Exam | Listening | | C | 60 mins |
| 8/09/17 | 18/08/17 | 29/08/17 | Music | MUS092A | 3 | Essay | World Music | C H INS INT | Both | 500 wds |
| 8/09/17 | 18/08/17 | 25/08/17 | Japanese | JAP092A | 3 | Assignment | Writing | CS HO | Both | 20 sentences |
| 8/09/17 | 27/07/17 | 25/08/17 | Agricultural Science | AGS092A | 3 | Assignment | Agriculture - Animal husbandry | HO LR INT | Both | 500 wds |
| 8/09/17 | | | Business Studies | BST092B | 3 | Exam | Accounting | INT HO T | C | 70 mins |
| 8/09/17 | | | Manual Arts | MAN092B | 3 | Product | Metal | Workshop | C | |
| 11/09/17 | | | Mathematics | MAT092A-G | 5 | Exam | Unit 6 Topics | | C | 70 mins |
| 13/09/17 | 1/08/17 | Ongoing | Art | ART092B | 3 | Practical | Lino Printing | CS | C | 6 wks |
| 14/09/17 | 21/08/17 | 7/09/17 | Science | SCI092DG | 6 | Assignment | Ecology | HO INT LR | Both | 3 wks |
| 14/09/17 | 21/08/17 | 7/09/17 | Science | SCI092EF | 6 | Assignment | Chemistry - Heat and Eat | HO INT LR | Both | 3 wks |
| 14/09/17 | 17/08/17 | Ongoing | Drama | DRA091A | 3 | Performance | Puppetry | HO | Both | 2-3 mins |
| 15/09/17 | 21/08/17 | 8/09/17 | Science | SCI092AB | 4 | Assignment | Ecology | HO INT LR | Both | 3 wks |
| 15/09/17 | 21/08/17 | 8/09/17 | Science | SCI092C | 4 | Assignment | Chemistry - Heat and Eat | HO INT LR | Both | 3 wks |

| Due Date | Date Set | Progress Check | Subject | Subject Code | Line | Task Type | Topic | Resources | Home / Class | Length / Time |
|----------|----------|----------------|------------------------|--------------|------|----------------|-------------------------------|-------------|--------------|---------------|
| 12/10/17 | 12/09/17 | 5/10/17 | Music | MUS092A | 3 | Performance | World Music | C H INS INT | Both | 2 mins |
| 19/10/17 | | | Home Economics - Foods | HEF092A | 3 | Exam | Food Technology and Nutrition | HO | C | 70 mins |
| 25/10/17 | | | Geography | GEG092 A-G | 2 | Exam | Biomes | | C | 70 mins |
| 27/10/17 | 13/10/17 | 20/10/17 | Business Studies | BST092B | 3 | Assignment | Market Day Survey | INT HO | Both | 2 wks |
| 31/10/17 | 17/10/17 | 24/10/17 | Drama | DRA091A | 3 | Scriptwriting | Collage Drama | HO | Both | 400 wds |
| 1/11/17 | | | Science | SCI092C | 4 | Exam | Physiology | | C | 70 mins |
| 1/11/17 | | | Science | SCI092EF | 6 | Exam | Physiology | | C | 70 mins |
| 7/11/17 | | | English | ENG092 | 1 | Exam | Novel Character Journal | T | Both | 400 wds |
| 15/11/17 | | | HPE | HPE092A-D | 4 | Exam | Respectful Relationships | HO | C | 70 mins |
| 15/11/17 | | | HPE | HPE092E-G | 6 | Exam | Respectful Relationships | HO | C | 70 mins |
| 16/11/17 | 24/10/17 | Ongoing | Home Economics - Foods | HEF092A | 3 | Practical Task | Meal Planning | HO | C | 70 mins |
| 21/11/17 | 31/10/17 | 10/11/17 | Music | MUS092A | 3 | Composition | World Music | C H INS INT | Both | 16bar/ 30 sec |
| 21/11/17 | | | Japanese | JAP092A | 3 | Exam | Reading | | C | 60 mins |
| 23/11/17 | 24/10/17 | Ongoing | Home Economics - Foods | HEF092A | 3 | Written Task | Meal Planning | HO | Both | 4 wks |
| 23/11/17 | 6/10/17 | 9/11/17 | Agricultural Science | AGS092A | 3 | Assignment | Agriculture - Horticulture | HO LR INT | Both | 500 wds |
| 24/11/17 | 10/11/17 | 17/11/17 | English | ENG092 | 1 | Oral | Opinionative Speech | T INT | Both | 3 mins |
| 24/11/17 | 21/11/17 | | Business Studies | BST092B | 3 | Exam | Market Day Reflection | INT HO | C | 1 wk |
| 24/11/17 | | | Manual Arts | MAN092B | 3 | Product | Wood | Workshop | C | |
| 27/11/17 | | | Geography | GEG092 A-G | 2 | Exam | Biomes and food security | | C | 70 mins |
| 28/11/17 | | | Mathematics | MAT092A-G | 5 | Exam | Term 4 Topics | | C | 70 mins |
| 28/11/17 | | | Japanese | JAP092A | 3 | Exam | Speaking | | C | 2 - 3 mins |
| 29/11/17 | 31/10/17 | Ongoing | Art | ART092B | 3 | Practical | Clay masks/ Shoes | CS | C | 5 wks |
| 30/11/17 | 6/11/17 | 23/11/17 | Science | SCI092EF | 6 | Assignment | Ecology | HO INT LR | Both | 3 wks |
| 30/11/17 | 6/11/17 | 23/11/17 | Science | SCI092DG | 6 | Assignment | Chemistry - Heat and Eat | HO INT LR | Both | 3 wks |
| 30/11/17 | 3/10/17 | Ongoing | Art | ART092B | 3 | Essay+Prac | Great Artist Study | CS | Both | 4 wks |
| 30/11/17 | 31/10/17 | Ongoing | Drama | DRA091A | 3 | Performance | Collage Drama | HO Script | Both | 2 mins |
| 1/12/17 | 6/11/17 | 24/11/17 | Science | SCI092C | 4 | Assignment | Ecology | HO INT LR | Both | 3 wks |
| 1/12/17 | 6/11/17 | 24/11/17 | Science | SCI092AB | 4 | Assignment | Chemistry - Heat and Eat | HO INT LR | Both | 3 wks |

North Carolina (NEO) Assessment Components
 English Language Arts (ELA) - Writing Components