

# Assessment Policy

**Year 10**

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\\_ga\\_mod\\_a-z.pdf#page=5](http://www.qcaa.qld.edu.au/downloads/senior/snr_ga_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 7 August 2018.**

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
<b>Written</b>	<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>
<b>Spoken /signed</b>	<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 2018**

**Year 10**

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
16/08/18			Science	SCI102CDE	6	Exam	Global Systems		C	70 mins
21/08/18	13/06/18	10/08/18	STEM	STE102A	1	Assignment	Polymer Chemistry	HO INT LR	Both	7 wks
22/08/18			Geography	GEO102B	2	Essay part 1	Water management	HO	C	70 mins
22/08/18	8/08/18	15/08/18	SACS	SAC102B	2	Presentation	Australia: the inside story	INT CS	Both	3 mins
23/08/18			Ancient History	ANC102C	2	Exam	Sumer	HO	C	70 mins
23/08/18			Geography	GEO102B	2	Essay part 2	Water management	HO	C	70 mins
24/08/18	17/07/18	10/07/18	Engineering and Furnishing	EAF102B	1	Prac/Theory	Can Crusher	Provided	Both	6 wks
24/08/18			Legal Studies	LST102B	3	Test	Law through the Ages		C	60 mins
24/08/18			Business	BST102A	1	Exam	Consumer Rights		C	70mins
29/08/18			Agricultural Science	AGS102A	1	Exam	Pork Production		C	70 mins
3/09/18			Modern History	MHT102B	2	Exam	The Russian Revolution	T HO	C	70 mins
6/09/18	23/08/18	30/08/18	Japanese	JAP102A	3	Assignment	Travel presentation		Both	2 wks
7/09/18			Automotive Studies	TAU102A	3	Exam	Terminology, Safety & Knowledge	HO	C	45 mins
7/09/18			Intro to Physical Education	PHD102B	3	Exam	Body Systems	T HO	C	70 mins
10/09/18	20/08/18	3/09/18	Australian History	AHI102B	2	Assignment	Rights and Freedoms	FT INT	Both	4-6 mins
10/09/18	20/08/18	3/09/18	Australian History	ANC102B	2	Assignment	Rights and Freedoms	FT INT	Both	4-6 mins
11/09/18			HPE	HPE102C	1	Exam	Personal Development	HO	C	70 mins
11/09/18			HPE	HPE102D	1	Exam	Personal Development	HO	C	70 mins
11/09/18			HPE	HPE102H	3	Exam	Personal Development	HO	C	70 mins
11/09/18			HPE	HPE102I	3	Exam	Personal Development	HO	C	70 mins
13/09/18			Japanese	JAP102A	3	Exam	Reading		C	70 mins
13/09/18	23/08/18	6/09/18	Music	MUS102A	3	Performance	Music in Animation	HO INT	Both	2-3 mins
17/09/18			English	ENG102	4	Exam	Shakespeare Analytical Essay	CS	C	500-700 wds
17/09/18			10A Mathematics	MAT102A-B	5	Exam	Topics 5-8 (part)		C	70 mins
17/09/18			Mathematics	MAT102C-FHK	5	Exam	Units 5-7 All topics	Calculator	C	70 minutes
19/09/18	1/08/18		Numeracy	NSC102A-FH	8	Assignment	Problem Solving	INT HO	C	7 lessons
19/09/18	1/08/18		Numeracy	NSC102G	5	Assignment	Problem Solving	INT HO	C	5 weeks
20/09/18	27/08/18	13/09/18	Science	SCI102ABFG	6	Assignment	Energy of motion	HO T INT LR	Both	3 wks
20/09/18			Science	SCI102CDE	6	Exam	The Universe		C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
20/09/18	17/07/18	Ongoing	Art	ART102B	1	Visual Diary	Unique Urns	CS	Both	3 wks
20/09/18	17/07/18	Ongoing	Art	ART102B	1	Practical	Unique Urns	CS	Both	7 wks
20/09/18	23/08/18	12/09/18	Humanities & Social Science	HSS102G	2	Brochure	Tourism and Travel	INT HO	Both	500 wds
21/09/18	17/07/18	24/08/18	Engineering and Furnishing	EAF102A	3	Product	Coffee Table	Provided	Both	10 wks
21/09/18			Numeracy	NSC102G	5	Exam	Topics 1-6		C	70 min
4/10/18			Ancient History	ANC102C	2	Exam	Early Greeks	HO	C	70 mins
14/10/18			Business	BST102A	1	Exam	Workplace Communication		C	70mins
23/10/18			HPE	HPE102C	1	Practical Exam	CPR	HO	C	3-5 mins
24/10/18	6/08/14	10/10/18	Geography	GEO102B	2	Report	Coastal management	FT INT	Both	600-800 wds
24/10/18	19/09/18	15/10/18	SACS	SAC102B	2	Brochure	Travel and Tourism	INT CS	Both	600 wds
25/10/18			HPE	HPE102D	1	Practical Exam	CPR	HO	C	3-5 mins
26/10/18			HPE	HPE102H	3	Practical Exam	CPR	HO	C	3-5 mins
26/10/18			Legal Studies	LST102B	3	Test	Living with the Law (Criminal)		C	60 mins
30/10/18			HPE	HPE102I	3	Practical Exam	CPR	HO	C	3-5 mins
30/10/18			Music	MUS102A	3	Exam	Music in Animation		C	
31/10/18			Science	SCI102ABFG	6	Exam	Global Systems		C	70 mins
31/10/18			Australian History	AH102B	2	Exam- part A	WWII	HO CS	Both	70 mins
31/10/18			Australian History	ANC102B	2	Exam- part A	WWII	HO CS	Both	70 mins
1/11/18			Australian History	AH102B	2	Exam - part B	WWII	HO CS	Both	20 mins
1/11/18			Australian History	ANC102B	2	Exam - part B	WWII	HO CS	Both	20 mins
13/11/18			Japanese	JAP102A	3	Exam	Listening		C	70 mins
14/11/18	17/10/18	5/11/18	Ancient History	ANC102C	2	Assignment	Vikings	LR INT	Both	6 - 8 mins
14/11/18	6/09/18	8/11/18	Modern History	MHT102B	2	Multimodal	The Individual in History	T HO LR INT	Both	5-7 mins
14/11/18			Numeracy	NSC102A-FH	8	Exam	Topics 1-6		C	70 min
16/11/18	31/10/18	9/11/18	English	ENG102	4	Oral	Persuasive Speech	CS	Both	3 - 5 mins
16/11/18			Automotive Studies	TAU102A	3	Exam	Terminology & understanding	HO	C	45 mins
16/11/18	9/10/18	26/10/18	Engineering and Furnishing	EAF102A	3	Product	Can Crusher	Provided	Both	5 wks
16/11/18			Agricultural Science	AGS102A	1	Exam	Beef Cattle		C	70 mins
16/11/18	16/10/18	30/10/18	HPE	HPE102C	1	Multimodal	First Aid	HO LR INT	C	3-5 mins
16/11/18	16/10/18	30/10/18	HPE	HPE102D	1	Multimodal	First Aid	HO LR INT	C	3-5 mins
16/11/18	16/10/18	30/10/18	HPE	HPE102H	3	Multimodal	First Aid	HO LR INT	C	3-5 mins
16/11/18	16/10/18	30/10/18	HPE	HPE102I	3	Multimodal	First Aid	HO LR INT	C	3-5 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
17/11/18	14/09/18	26/10/18	Engineering and Furnishing	EAF102B	1	Prac/Theory	Coffee Table	Provided	Both	10 wks
18/11/18	20/08/18	Ongoing	STEM	STE102A	1	Assignment	Robotics and Entrepreneurship	HO INT FT	Both	12 wks
19/11/18	30/10/18	12/11/18	Legal Studies	LST102B	3	presentation	Specific Legal Issue	T INT	Both	3-5 mins
20/11/18			Japanese	JAP102A	3	Exam	Writing		C	70 mins
20/11/18	6/11/18	13/11/18	Music	MUS102A	3	Composition	Music in Animation	HO INT	Both	
20/11/18			Intro to Physical	PHD102B	3	Exam Essay	Training Principles	T HO	C	70 mins
21/11/18			10A Mathematics	MAT102AB	5	Tech-free exam	Topics 1-10		C	60 mins
21/11/18			Geography	GEO102B	2	Prac part 1	Population	HO	C	70 mins
21/11/18			Mathematics	MAT102C-FHK	5	Exam A	All topics - Units 1 -8.	Calculator	C	70 mins
21/11/18			Mathematics	MAT102G	5	Exam	Bridging topics	Calculator	C	70 mins
22/11/18	5/11/18	15/11/18	Science	SCI102CDE	6	Assignment	Energy of motion	HO T INT LR	Both	3 wks
22/11/18			Science	SCI102ABFG	6	Exam	The Universe		C	70 mins
22/11/18			Australian History	AH102B	2	Exam	Migration	HO CS	Both	70 mins
22/11/18			Australian History	ANC102B	2	Exam	Migration	HO CS	Both	70 mins
22/11/18			Geography	GEO102B	2	Prac part 2	Population	HO	C	70 mins
22/11/18	5/11/18	12/11/18	Humanities & Social Science	HSS102G	2	Letter to Editor	Rights & Responsibilities	HO INT FT	Both	400 wds
22/11/18			SACS	SAC102B	2	Exam	Personal Finance		C	70 mins
23/11/18			10A Mathematics	MAT102AB	5	Tech-active exam	Topics 1-10		C	60 mins
23/11/18	9/10/18	Ongoing	Art	ART102B	1	Practical	Portraiture	CS	Both	10 wks
23/11/18	9/10/18	Ongoing	Art	ART102B	1	Exam	Portraiture	CS	Both	70 mins
23/11/18	12/11/18		Business	BST102A	1	Assignment	Marketing	ICT	Both	2 wks
23/11/18			Mathematics	MAT102C-FHK	5	Exam B	All topics - Units 1 -8.	Calculator	C	70 mins