

# 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 7 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 2018**

Year 12

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
27/07/18	28/05/18	16/07/18	Physics	PHY122A	4	EEl	Open Topics	INT CS	Both	7 wks
27/07/18	22/6/18		Music	MUS122A	1	Performance	Jazzin' up the classroom	HO INT	Both	3 mins
3/08/18			Cert II Hospitality	VHY122A	4	Practical	Fudooka Farewell	Class		All day
10/08/18	20/07/18	Ongoing	Drama	DRA122A	2	Presenting	Australian Theatre	Script	Both	3 - 5 mins
15/08/18	16/07/18	3/08/18	Dance	DAN122A	4	Essay	Australian Dance	INT LR AV	Both	800 - 1200 wds
16/08/18	26/07/18	09/08/18	Mathematics A	MAA122B-D	3	Assignment	Queueing	T INT	Both	3 wks
16/08/18	26/07/18	09/08/18	Mathematics A	MAA122A	2	Assignment	Queueing	T INT	Both	3 wks
16/08/18	26/07/18	9/08/18	Chemistry	CHM122A	2	ERT	Industrial Chemistry	T INT	Both	1500 wds
17/08/18	27/07/18	10/08/18	Mathematics C	MAC122A	5	Assignment	Dynamics	INT T	Both	3 wks
22/08/18	30/07/18	15/08/18	Tourism	TRM122A	4	Project	Customer Service	INT HO	Both	3.5 mins
23/08/18	30/07/18	16/08/18	English Communication	ENC122	6	Assignment	Moving Out	INT HO	Both	500 wds
24/08/18	3/08/18	17/08/18	Music	MUS122A	1	Composition	Jazzin' up the classroom	HO INT	Both	32 bars / 1 min
24/08/18	24/07/18		Mathematics B	MAB122AB	3	Assignment	Super Ball Assignment		Both	1 month
24/08/18	2/08/18	17/08/18	Prevocational Maths	PVM122	2 3	Project	World Travel	T INT HO	C	3 wks
24/08/18			Japanese	JAP122A	5	Exam	Listening		C	70 mins
28/08/18			BCT	BCT122A	1	Response	Industrial Relations	T INT	C	70 mins
29/08/18			Earth & Environmental Science	ESC122A	4	Exam (Parts A / B)	Earth's resources & Human Impact on the Environment (2)		C	60 mins
30/08/18			Geography	GEG122A	1	Practical	Feeding the World's People	HO	C	2 x 70 mins
31/08/18			Earth & Environmental Science	ESC122A	4	Exam (Part C)	Earth's resources & Human Impact on the Environment (2)		C	60 mins
31/08/18			BCT	BCT122A	1	Short Response	Industrial Relations	T INT	C	70 mins
31/08/18			Japanese	JAP122A	5	Exam	Reading		C	70 mins
3/09/18	30/07/18	22/08/18	Dance	DAN122A	4	Choreography	Australian Dance	INT LR AV	Both	2 - 4 mins
3/09/18	11/05/18	Ongoing	Visual Art	ART122B	5	Practical	Body of Work 2	CS	Both	7 wks
3/09/18	30/07/18	23/08/18	Modern History	MHS122A	2	Multimodal	Non-violent resistance	HO LR INT	Both	10-20 mins
4/09/18			Physical Education	PED122B	1	Exam planning	Training Program Evaluation	T HO	C	60 mins
5/09/18			Physical Education	PED122A	2	Exam planning	Training Program Evaluation	T HO	C	60 mins
6/09/18			Physical Education	PED122A	2	Exam writing	Training Program Evaluation	T HO	C	60 mins
6/09/18			Physical Education	PED122B	1	Exam writing	Training Program Evaluation	T HO	C	60 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
06/09/18			Maths A	MAA122B-D	3	Exam 1	Exploring and understanding data		C	70 mins
06/09/18			Maths A	MAA122A	2	Exam 1	Exploring and understanding data		C	70 mins
7/09/18	7/09/18		Physics	PHY122A	4	SA	Sound (Part A)	CS	C	60 mins
7/09/18	17/08/18	31/08/18	Music	MUS122A	1	Musicology	Jazzin' up the classroom	HO INT	Both	5 mins
10/09/18			Chemistry	CHM122A	2	Exam	Forensic Chemistry		C	70 mins
10/09/18	10/09/18		Physics	PHY122A	4	SA	Sound (Part B)	CS	C	60 min
11/09/18			Geography	GEG122A	1	Exam	Feeding the World's People		C	60 mins
11/09/18	10/09/18		Health Education	HED122A	5	Exam Essay	Organ and tissue donation	HO INT	C	2 x 70 mins
11/09/18			Mathematics C	MAC122A	5	Exam	Dynamics, Vectors, Calculus		C	80 mins
11/09/18			Biology	BSC122B	1	Exam	Genetics		C	70 mins
11/09/18			Economics	ECN122A	5	SR Exam	International economics		C	70 mins
12/09/18			Biology	BSC122A	4	Exam	Genetics		C	70 mins
12/09/18			Mathematics B	MAB122AB	3	Exam	Term 3 Topics		C	80 mins
13/09/18			English	ENG122	6	Exam	Shakespeare	T	C	600 - 800 wds
13/09/18			Mathematics A	MAA122B-D	3	Exam 2	Land Measurement		C	70 mins
13/09/18			Mathematics A	MAA122A	2	Exam 2	Land Measurement		C	70 mins
13/09/18			Chemistry	CHM122A	2	Exam	Forensic Chemistry		C	70 mins
13/09/18			Social and Community Studies	CSZ122B	2	Exam	Australia's Place in the World		C	60 mins
13/09/18	16/08/18	6/09/18	Recreation	RCJ122AB	1 2	Written Report	Risk Assessment	CS HO	Both	500 - 900 wds
14/09/18			Social and Community Studies	CSZ122A	5	Exam	Australia's Place in the World		C	60 mins
14/09/18			Mathematics B	MAB122AB	3	Exam	Term 3 Topics		C	80 mins
14/09/18	10/08/18	3/09/18	Hospitality Practices	HPJ122A	5	Project	Catering for a Crowd	HO	Both	4 wks
14/09/18			Biology	BSC122AB	1 4	Exam	Genetics		C	70 mins
14/09/18			Ancient History	AHS122A	4	Response to sources	Rome v Hannibal	HO	C	120 mins
14/09/18			Legal Studies	LEG122A	1	Essay Test	TORTS / Contracts	Notes T	C	120 mins
14/09/18	16/07/18		Furnishing Skills	FSK122AB	4	Practical	Practical Demonstration	Workshop	C	
14/09/18	6/08/18	28/08/18	IPT	IPT122A	4	Major Project	Programming	Technology	Both	7 wks
17/09/18			Agricultural Practices	AGU122A	5	Exam	Animal Health & Reproduction		C	70 mins
17/09/18			Economics	ECN122A	5	Essay	International economics	HO	C	90 mins
17/09/18			Japanese	JAP122A	5	Exam	Writing		C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
17/09/18	27/08/18	Ongoing	Drama	DRA122A	2	Forming	One Person Show	Script HO	Both	6 - 8 mins
18/09/18			Mathematics C	MAC122A	5	Exam	Dynamics, Vectors, Calculus		C	80 mins
18/09/18	21/08/18	7/09/18	Early Childhood	ECJ122A	1	Investigation	Keeping Safe and Sound	HO	Both	4 weeks
19/09/18	24/08/18	7/09/18	Tourism	TRM122A	4	Booklet	Protocols & Procedures	INT HO	Both	500 - 900 wds
2/10/18	7/09/18	Ongoing	Visual Art	ART122B	5	Practical	Extension	CS T	Both	7 wks
11/10/18			English Communication	ENC122	6	Practical	Work Portfolio	HO	C	70 mins
26/10/18	7/09/18		Furnishing Skills	FSK122AB	4	Project	Project Practical	Workshop	C	
30/10/18	12/10/18	25/10/18	Early Childhood	ECJ122A	1	Proj - Product	Toy for emotional wellbeing	INT	C	2 weeks
31/10/18	10/10/18	24/10/18	English	ENG122	6	Oral	Collage	T INT CS	Both	5 - 7 mins
1/11/18	30/10/18		Recreation	RCJ122AB	1 2	Exam	Safety Evaluation	HO	C	2 x 70 mins
1/11/18	11/09/18	19/10/18	Music	MUS122A	1	Performance / Composition	What's next?	HO INT	Both	3 mins / 800-1200 wds
2/11/18	17/09/18	26/10/18	Prevocational Maths	PVM122	2 3	Portfolio	Leaving Home	T INT HO	C	5 wks
2/11/18	10/10/18	26/10/18	Dance	DAN122A	4	Own Choice	Latin Dance	INT LR AV	Both	800-1000 wds, Choreo / Perf 2-4 mins
2/11/18	7/09/18		Furnishing Skills	FSK122AB	4	Project	Project Written	Classroom	C	
2/11/18	11/10/18	26/10/18	Geography	GEG122A	1	Non-Written Report	Geography of Disease	HO INT	Both	8 - 10 mins
5/11/18	15/10/18	29/10/18	English Communication	ENC122	6	Oral	Valedictory Speech		Both	4 - 5 mins
5/11/18			Chemistry	CHM122A	2	Exam	Water		C	60 mins
5/11/18			Ancient History	AHS122A	4	Response to stimulus	Entertainment in Greece and Rome	HO	C	120 mins
5/11/18			Modern History	MHS122A	2	Essay	USA Civil Rights Movement	HO	C	120 mins
6/11/18			Japanese	JAP122A	5	Exam	Creating Japanese		C	70 mins
6/11/18	8/10/18	29/10/18	Agricultural Practices	AGU122A	5	Project	Animal Welfare / Low Stress Handling	HO INT	Both	500-900 wds
6/11/18	12/10/18	26/10/18	Health Education	HED122A	5	Assignment	Specific population - own choice	HO INT	Both	1000 - 1500 wds
8/11/18	20/09/18	25/10/18	Physical Education	PED122A	2	Report	Sport psychology	T HO INT	Both	1000 - 1500 wds
8/11/18	20/09/18	25/10/18	Physical Education	PED122B	1	Report	Sport psychology	T HO INT	Both	1000 - 1500 wds
8/11/18			Chemistry	CHM122A	2	Exam	Water		C	60 mins
8/11/18	24/10/18	1/11/18	Social and Community Studies	CSZ122AB	5 2	Response to Stimulus	Money Management	LR INT	Both	600 - 800 wds

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
8/11/18	16/10/18	2/11/18	BCT	BCT122A	1	Report	Managing People	T INT	Both	1000 - 1500 wds
8/11/18	12/10/18	1/11/18	Early Childhood	ECJ122A	1	Proj - Written	Toy for emotional wellbeing	INT, HO	Both	4 weeks
9/11/18			Mathematics A	MAA122A-D	2 3	Exam 1	Topics 20 -21		C	70 mins
9/11/18			Mathematics B	MAB122AB	3	Exam	Term 4 Topics (KAPS)		C	70 mins
9/11/18	8/11/18	2/11/18	Biology	BSC122AB	1 4	Assignment	Evolution	HO T INT LR	Both	5 wks
9/11/18	17/09/18	2/11/18	Earth & Environmental Science	ESC122A	4	SFI	Earth's resources & Human Impact on the Environment (1)	T FT INT	Both	1500 wds
9/11/18	14/09/18	26/10/18	Physics	PHY122A	4	ERT	Nuclear	INT CS	Both	6 wks
9/11/18			IPT	IPT122A	4	Exam	Programming	Technology	C	70 mins
9/11/18			Geography	GEG122A	1	Exam	Geography of Disease		C	60 mins
12/11/18			Mathematics C	MAC122A	5	Exam	Conics		C	100 mins
12/11/18	9/11/18	2/11/18	Economics	ECN122A	5	Assignment	Globalisation	T LR INT	Both	1000 - 1500 wds
12/11/18	15/10/18	2/11/18	Tourism	TRM122A	4	Investigation	The Future of Tourism	INT HO	Both	1000 wds
12/11/18			IPT	IPT122A	4	Exam	Programming	Technology	C	70 mins
12/11/18			Japanese	JAP122A	5	Exam	Comprehending Japanese		C	70 mins
12/11/18	12/11/18		Drama	DRA122A	2	Forming	Improvisation - Greek Theatre	Script HO	C	2 hrs
13/11/18			Hospitality Practices	HPJ122A	5	Exam	Catering for a Crowd	HO	Both	90 mins
15/11/18			Mathematics A	MAA122A-D	2 3	Exam 2	Topics 20 -21		C	70 mins
15/11/18			Mathematics B	MAB122A B	3	Exam	Term 4 Topics (MAPS)		C	60 mins
Blocked			Legal Studies	LEG122A	1	Essay Test	Sport and the Law	Notes T	C	120 mins
All VET Certificates in Vocational Pathways have competency based assessment which is completed as required.										
			Cert I Construction	VCO122AB			Competency based assessment which is ongoing			
			Cert II Engineering Pathways	VEP122A			Competency based assessment which is ongoing			
			Cert II IDMT	VID122A			Competency based assessment which is ongoing			
Assessment of Certificate II in Hospitality vocational modules will be ongoing throughout the Semester in various forms. These forms include site visits, assignments, workbooks, practical work and a full day excursion. VHY122A - The practical work will be through the assessment of the Fudooka Function and completing work experience at the Pioneer Restaurant or at community events to complete the minimum requirement of 12 shifts over the two year course.										
							Ongoing, competency-based assessment throughout year. Work placement due at end of term 3.			
			Certificate II in Business	VBS122A	2					