

# 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 7 August 2018.**

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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 2018**

Year 7

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
27/07/18	25/06/18	20/07/18	German	GER071A	5	Assign	Festivals (Oktoberfest)	T CS LR HO INT	Both	min 500 wds
14/08/18			Drama	DRA072D	9	Exam	Elements of Drama	HO	C	35 mins
14/08/18			Music	MUS072F	9	Exam	Rhythmic Dictation	AV	C	15 mins
17/08/18			Science	SCI072E-J	4	Exam	Astronomy		C	70 mins
21/08/18			Music	MUS072F	9	Exam	A Guide to the orchestra	AV	C	45 mins
22/08/18	8/08/18	15/08/18	Japanese	JAP072DE	6	Assignment	The Very Hungry Caterpillar		Both	2 wks
23/08/18	9/08/18	16/08/18	Japanese	JAP072AB	9	Assignment	The Very Hungry Caterpillar		Both	2 wks
23/08/18	23/08/18		Drama	DRA072D	9	Improvisation	Improvisation	Stimulus	C	1 min
24/08/18	10/08/18	17/08/18	Japanese	JAP072GI	5	Assignment	The Very Hungry Caterpillar		Both	2 wks
24/08/18			German	GER071A	5	Exam	Reading & Writing	T CS HO	C	35 mins
27/08/18	15/08/18	22/08/18	Home Economics	HEC072B	6	Assignment	Research/Justification	HO	Both	2 wks
27/08/18	17/08/18	24/08/18	Home Economics	HEC072A	5	Assignment	Research/Justification	HO	Both	2 wks
6/09/18	21/08/18	Ongoing	Music	MUS072F	9	Performance	Performance	Instruments	Both	90 secs
7/09/18			Mathematics	MAT072A-H	1	Exam	Indices and Algebra		C	70 mins
10/09/18			Agricultural Science	AGS072A	5	Exam	Agriculture - An Introduction		C	70 mins
10/09/18			HPE	HPE072ABC	6	Exam Part A	Sun Safety	HO	C	70 mins
10/09/18			HPE	HPE072DEF	5	Exam Part A	Sun Safety	HO	C	70 mins
11/09/18			HPE	HPE072GHI	9	Exam Part A	Sun Safety	HO	C	70 mins
12/09/18	22/08/18	5/09/18	English	ENG072	2	Oral	Persuasive Speech	HO	Both	1-2 mins
12/09/18			Japanese	JAP072DE	6	Exam	Listening		C	70 mins
12/09/18			HPE	HPE072ABC	6	Exam Part B	Sun Safety	HO	C	70 mins
12/09/18	29/08/18		Drama	DRA072B	8	Exam	Elements of Drama	HO	C	35 mins
12/09/18	16/07/18	Weekly	Manual Arts	MAN072D	6	Product	Wood, Metal, Plastic	Provided	C	9 wks
12/09/18	27/08/18	10/09/18	Home Economics	HEC072B	6	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
12/09/18			Music	MUS072E	8	Exam	Rhythmic Dictation	AV	C	15 mins
13/09/18			Japanese	JAP072AB	9	Exam	Listening		C	70 mins
13/09/18			HPE	HPE072GHI	9	Exam Part B	Sun Safety	HO	C	70 mins
13/09/18	13/09/18		Geography	GEG072	3	Exam	Water in the World	HO	C	70mins
13/09/18	30/08/18	Ongoing	Drama	DRA072D	9	Performance	Performance Skills	Script	Both	1-2 mins
14/09/18			Japanese	JAP072GI	5	Exam	Listening		C	70 mins
14/09/18			HPE	HPE072DEF	5	Exam Part B	Sun Safety	HO	C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
14/09/18	16/07/18	Weekly	Manual Arts	MAN072C	5	Products	Wood, Metal, Plastic	Provided	C	9 wks
17/09/18	27/08/18	14/09/18	Home Economics	HEC072A	5	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
18/09/18	4/09/18	Ongoing	Music	MUS072F	9	Composition	Composition	Instruments	Both	4 bars
21/09/18	3/09/18	14/09/18	Science	SCI072E-J	4	Assignment	Seasons	T HO INT LR	Both	3 wks
21/09/18			Science	SCI072A-D	4	Exam	Ecology		C	70 mins
24/10/18	10/10/18		Drama	DRA072B	8	Performance	Improvisation	Stimulus	C	1 min
24/10/18			Music	MUS072E	8	Exam	A Guide to the orchestra	AV	C	45 mins
21/11/18	11/10/18	26/10/18	Mathematics	MAT072A-H	1	Assignment	Data and Statistics	T HO	Both	3 wks
5/11/18			German	GER071A	5	Exam	Listening, Reading & Writing	T CS LR HO	C	35 mins
6/11/18			Drama	DRA072E	9	Exam	Elements of Drama	HO	C	35 mins
6/11/18			Music	MUS072D	9	Exam	Rhythmic Dictation	AV	C	15 mins
7/11/18			Science	SCI07A-D	4	Exam	Astronomy		C	70 mins
12/11/18			Japanese	JAP072DE	6	Exam	Listening		C	70 mins
12/11/18			Japanese	JAP072GI	5	Exam	Listening		C	70 mins
13/11/18			Japanese	JAP072AB	9	Exam	Listening		C	70 mins
13/11/18			Music	MUS072D	9	Exam	A Guide to the orchestra	AV	C	45 mins
15/11/18	15/11/18		Drama	DRA072E	9	Improvisation	Improvisation	Stimulus	C	1 min
19/11/18	5/11/18	12/11/18	Home Economics	HEC072H	6	Assignment	Research / Justification	HO	Both	2 wks
20/11/18	6/11/18	13/11/18	Home Economics	HEC072F	9	Assignment	Research / Justification	HO	Both	2 wks
21/11/18	7/11/18	Ongoing	Music	MUS072E	8	Performance	Performance	Instruments	Both	90 secs
22/11/18	2/11/18	13/11/18	Geography	GEG072	3	Multimodal	Managing Resources	HO LR T	Both	3-5 mins
26/11/18			Japanese	JAP072DE	6	Exam	Reading		C	70 mins
26/11/18			Japanese	JAP072GI	5	Exam	Reading		C	70 mins
26/11/18			Japanese	JAP072AB	9	Exam	Reading		C	70 mins
26/11/18			HPE	HPE072ABC	6	Exam Part A	Generations	HO	C	70 mins
26/11/18			HPE	HPE072DEF	5	Exam Part A	Generations	HO	C	70 mins
27/11/18			HPE	HPE072GHI	9	Exam Part A	Generations	HO	C	70 mins
27/11/18	13/11/18	Ongoing	Music	MUS072D	9	Performance	Performance	Instruments	Both	90 secs
28/11/18			Agricultural Science	AGS072G	8	Exam	Agriculture - An Introduction		C	70 mins
28/11/18			Japanese	JAP072DE	6	Exam	Reflection		C	40 mins
28/11/18			HPE	HPE072ABC	6	Exam Part B	Generations	HO	C	70 mins
28/11/18	7/11/18	21/11/18	Drama	DRA072B	8	Performance	Scripted Performance	Script	Both	1-2 mins
29/11/18	8/11/18	22/11/18	English	ENG072	2	Assignment	Song of Social Comment		Both	300 - 400 wds
29/11/18			Japanese	JAP072AB	9	Exam	Reflection		C	40 mins
29/11/18			HPE	HPE072GHI	9	Exam Part B	Generations	HO	C	70 mins

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
30/11/18			Japanese	JAP072GI	5	Exam	Reflection		C	40 mins
30/11/18			HPE	HPE072DEF	5	Exam Part B	Generations	HO	C	70 mins
3/12/18	19/11/18	26/11/18	Home Economics	HEC072H	6	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
3/12/18	19/11/18	26/11/18	German	GER071A	5	Oral	Speaking	INT	Both	1-3 mins
4/12/18	20/11/18	29/11/18	Home Economics	HEC072F	9	Assignment	Prac Cookery/Promotional Action	HO	Both	2 wks
4/12/18	20/11/18	Ongoing	Music	MUS072D	9	Composition	Composition	Instruments	Both	4 bars
5/12/18	18/07/18	Weekly	Manual Arts	MAN072J	8	Products	Wood, Metal, Plastic	Provided	C	18 wks
5/12/18	8/10/18	Weekly	Manual Arts	MAN072G	6	Product	Wood, Metal, Plastic	Provided	C	9 wks
5/12/18	21/11/18	Ongoing	Music	MUS072E	8	Composition	Composition	Instruments	Both	4 bars
6/12/18	22/11/18	Ongoing	Drama	DRA072E	9	Performance	Performance Skills	Script	Both	1-2 mins
7/12/18			Mathematics	MAT072A-H	1	Exam	Angles and Transformations		C	70 mins
7/12/18	19/11/18	30/11/18	Science	SCI072A-D	4	Assignment	Seasons	T HO INT LR	Both	3 wks
7/12/18			Science	SCI072E-J	4	Exam	Ecology		C	70 mins
7/12/18	8/10/18	Weekly	Manual Arts	MAN072A	5	Products	Wood, Metal, Plastic	Provided	C	9 wks
Week 10	Week 9	Ongoing	Art	ART072G	6	Exam	Self Evaluation Exam	HO	C	70 mins
Week 10	Week 9	Ongoing	Art	ART072H	8	Exam	Self Evaluation Exam	HO	C	70 mins
Week 18	Week 11	Ongoing	Art	ART072E	9	Making	Five Elements Folio	Materials	C	19 wks
Week 20	Week 19	Ongoing	Art	ART072E	9	Exam	Self Evaluation Exam	HO	C	70 mins
Week 9	Week 1	Ongoing	Art	ART072G	6	Making	Five Elements Folio	Materials	C	9 wks
Week 9	Week 1	Ongoing	Art	ART072H	8	Making	Five Elements Folio	Materials	C	9 wks