

# 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](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.**

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 8

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
25/07/18	23/07/18		Digitech	DGT081E	2	Project	D.A.T.A - Sparklines	INT	Both	2 lessons
26/07/18	23/07/18		Digitech	DGT081F-G	1	Project	D.A.T.A - Sparklines	INT	Both	2 lessons
15/08/18			Japanese	JAP082E	6	Exam	Listening - Self introductions		C	70 mins
15/08/18	23/07/18		Digitech	DGT081E	2	Project	D.A.T.A - Infographic	INT	Both	4 lessons
15/08/18	25/07/18	Ongoing	Home Economics	HEC082E	2	Prac Task	Textiles - Sewn Article	HO	C	2 wks
16/08/18			Japanese	JAP082G	3	Exam	Listening - Self introductions		C	70 mins
16/08/18			Science	SCI082BC	2	Exam	Biology - Cells		C	70mins
16/08/18	23/07/18		Digitech	DGT081F-G	1	Project	D.A.T.A - Infographic	INT	Both	4 lessons
17/08/18			Science	SCI082GJ	1	Exam	Biology - Cells		C	70mins
17/08/18	26/07/18	Ongoing	Home Economics	HEC082C	1	Prac Task	Textiles - Sewn Article	HO	C	2 wks
21/08/18	3/08/18	14/08/18	Dance	DAN081B	1	Performance	Popular Dance	AV	Both	1-2 mins
23/08/18	23/07/18		Digitech	DGT081E-G	1 2	Project	D.A.T.A - SQL	INT	Both	1 lesson
29/08/18	8/08/18	22/08/18	Health and Nutrition	HNU082B	8	Assignment	Part A - Diet Analysis	HO	Both	4 wks
30/08/18	6/08/18	23/08/18	Mathematics	MAT082DEFG	6	Assignment	Volume and Percentages	T HO	Both	3 wks
31/08/18	7/08/18	31/08/18	Mathematics	MAT082ABCH	3	Assignment	Volume and Percentages	T HO	Both	3 wks
3/09/18	10/08/18	24/08/18	English	ENG082	5	Assignment	Illustrated Short Story	CS HO	Both	400 wds
5/09/18	8/08/18	29/08/18	Health and Nutrition	HNU082C	8	Assignment	Part A - Diet Analysis	HO	Both	4 wks
7/09/18	20/07/18	9/08/18	Dance	DAN081B	1	Choreography	Popular Dance	AV	Both	1-2 mins
10/09/18	27/08/18	6/09/18	Home Economics	HEC082E	2	Prac Task	Food & Nutrition - Savoury Mince	HO	Both	2 wks
11/09/18			Dance	DAN081B	1	Exam	Dance Analysis	CS AV	Both	70 mins
12/09/18	29/08/18	5/09/18	Japanese	JAP082E	6	Assignment	Speaking - Shopping		Both	2-3 mins
12/09/18			Japanese	JAP082E	6	Exam	Reflection		C	35 mins
12/09/18			HPE	HPE082CD	6	Exam Part A	My Decisions My Life	HO	C	70 mins
13/09/18	30/08/18	6/09/18	Japanese	JAP082G	3	Assignment	Speaking - Shopping		Both	2-3 mins
13/09/18			Japanese	JAP082G	3	Exam	Reflection		C	35 mins
13/09/18			HPE	HPE082AB	3	Exam Part A	My Decisions My Life	HO	C	70 mins
13/09/18			HPE	HPE082CD	6	Exam Part B	My Decisions My Life	HO	C	70 mins
13/09/18	23/07/18		Digitech	DGT081E	2	Project	D.A.T.A - Website	Int	Both	1 wk
13/09/18	16/07/18	Weekly	Manual Arts	MAN082E	2	Products	Wood, Metal, Plastic	Provided	C	9 wks
14/09/18			HPE	HPE082AB	3	Exam Part B	My Decisions My Life	HO	C	70 mins
14/09/18	23/07/18		Digitech	DGT081F-G	1	Project	D.A.T.A - Website	INT	Both	1 wk

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
14/09/18	17/07/18	Weekly	Manual Arts	MAN082A	1	Product	Wood, Metal, Plastic	Provided	C	9 wks
14/09/18	28/08/18	11/09/18	Home Economics	HEC082C	1	Prac Task	Food & Nutrition - Savoury Mince	HO	Both	2 wks
17/09/18			Geography	GEG082	4	Response	Landforms	HO	C	70 mins
19/09/18	27/08/18	13/09/18	Home Economics	HEC082E	2	Assignment	Food & Nutrition - Reflection	HO	Both	2 wks
19/09/18	5/09/18	12/09/18	Health and Nutrition	HNU082B	8	Assignment	Part B - Diet Improvement	HO	Both	2 wks
19/09/18	5/09/18	12/09/18	Health and Nutrition	HNU082C	8	Assignment	Part B - Diet Improvement	HO	Both	2 wks
20/09/18	4/09/18	14/09/18	Science	SCI082AD	2	Assignment	Energy	HO T INT LR	Both	3 wks
20/09/18			Science	SCI082BC	2	Exam	Reproduction		C	70 mins
20/09/18	28/08/18	13/09/18	Home Economics	HEC082C	1	Assignment	Food & Nutrition - Reflection	HO	Both	2 wks
21/09/18	3/09/18	13/09/18	Science	SCI082EF	1	Assignment	Energy	HO T INT LR	Both	3 wks
21/09/18			Science	SCI082GJ	1	Exam	Reproduction		C	70 mins
17/10/18	15/10/18		Digitech	DGT081H	2	Project	D.A.T.A - Sparklines	INT	Both	2 lessons
18/10/18	15/10/18		Digitech	DGT081I-J	1	Project	D.A.T.A - Sparklines	INT	Both	2 lessons
30/10/18	30/10/18		Drama	DRA082D	1	Exam	Dramatic Tension	HO	C	70 mins
5/11/18	22/10/18	29/10/18	Japanese	JAP082E	6	Assignment	Writing - house		Both	2 wks
5/11/18	24/10/18	31/10/18	Home Economics	HEC082D	2	Prac Task	Food & Nutrition - Savoury Mince	HO	Both	2 wks
5/11/18			Music	MUS082C	2	Exam	Rhythmic Dictation	AV	C	15 mins
6/11/18	23/10/18	30/10/18	Japanese	JAP082G	3	Assignment	Writing - house		Both	2 wks
6/11/18			Music	MUS082B	1	Exam	Rhythmic Dictation	AV	C	15 mins
7/11/18			Science	SCI082AD	2	Exam	Biology - Cells		C	70 mins
7/11/18	15/10/18		Digitech	DGT081H	2	Project	D.A.T.A - Infographic	INT	Both	4 lessons
8/11/18			Science	SCI082EF	1	Exam	Biology - Cells		C	70 mins
8/11/18	15/10/18		Digitech	DGT081I-J	1	Project	D.A.T.A - Infographic	INT	Both	4 lessons
12/11/18	24/10/18	7/11/18	Home Economics	HEC082D	2	Assignment	Food & Nutrition - Reflection	HO	Both	2 wks
12/11/18			Music	MUS082C	2	Exam	Rock Theory	AV HO	C	50 mins
13/11/18	23/10/18	6/11/18	English	ENG082	5	Oral	Persuasive Analysis	HO	Both	400 wds
13/11/18	26/10/18	6/11/18	Dance	DAN081C	1	Performance	Popular Dance	AV	Both	1-2 mins
13/11/18			Music	MUS082B	1	Exam	Rock Theory	AV HO	C	50 mins
15/11/18	15/10/18		Digitech	DGT081H-J	1 2	Project	D.A.T.A - SQL	INT	Both	1 lesson
15/11/18	1/11/18	Ongoing	Drama	DRA082D	1	Performance	"The Twits"	Script	Both	1-2 mins
19/11/18	5/11/18	Ongoing	Music	MUS082C	2	Performance	Performance	Instruments	Both	90 secs
20/11/18	6/11/18	Ongoing	Music	MUS082B	1	Performance	Performance	Instruments	Both	90 secs
21/11/18	24/10/18	14/11/18	Health and Nutrition	HNU082A	8	Assignment	Part A - Diet Analysis	HO	Both	4 wks
21/11/18	24/10/18	7/11/18	Health and Nutrition	HNU082F	8	Assignment	Part A - Diet Analysis	HO	Both	4 wks
28/11/18	12/11/18	21/11/18	Geography	GEG082	4	Assignment	Changing Nations	HO INT	Both	300-500wds

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
29/11/18			HPE	HPE082CD	6	Exam	My Adolescent Relationships	HO	C	70 mins
29/11/18			HPE	HPE082AB	3	Exam	My Adolescent Relationships	HO	C	70 mins
29/11/18	15/10/18		Digitech	DGT081H	2	Project	D.A.T.A - Website	INT	Both	1 wk
30/11/18	15/10/18		Digitech	DGT081I-J	1	Project	D.A.T.A - Website	INT	Both	1 wk
30/11/18	12/10/18	20/11/18	Dance	DAN081C	1	Choreography	Popular Dance	AV	Both	1-2 mins
3/12/18			English	ENG082	5	Exam	Analysing Digital Texts		C	70 mins
3/12/18	19/11/18	Ongoing	Music	MUS082C	2	Composition	Composition	Instruments	Both	30 secs
4/12/18			Dance	DAN081C	1	Exam	Dance Analysis	CS AV	Both	70 mins
4/12/18	20/11/18	Ongoing	Music	MUS082B	1	Composition	Composition	Instruments	Both	30 secs
5/12/18			Japanese	JAP082E	6	Exam	Reading - Travel		C	70 mins
5/12/18	22/11/18	Ongoing	Home Economics	HEC082D	2	Prac Task	Textiles - Sewn Article	HO	C	2 wks
5/12/18	21/11/18	28/11/18	Health and Nutrition	HNU082A	8	Assignment	Part B - Diet Improvement	HO	Both	2 wks
5/12/18	21/11/18	28/11/18	Health and Nutrition	HNU082F	8	Assignment	Part B - Diet Improvement	HO	Both	2 wks
6/12/18			Japanese	JAP082G	3	Exam	Reading - Travel		C	70 mins
6/12/18	19/11/18	29/11/18	Science	SCI082BC	2	Assignment	Energy	HO T INT LR	Both	3 wks
6/12/18	4/12/18	6/12/18	Drama	DRA082D	1	Group Devised Scene	And then...	Stimulus	C	1-2 mins
6/12/18			Science	SCI082AD	2	Exam	Reproduction		C	70 mins
7/12/18	20/11/18	30/11/18	Science	SCI082GJ	1	Assignment	Energy	HO T INT LR	Both	3 wks
7/12/18	9/10/18	Weekly	Manual Arts	MAN082F	1	Product	Wood, Metal, Plastic	Provided	C	9 wks
7/12/18			Science	SCI082EF	1	Exam	Reproduction		C	70 mins
13/12/18			Mathematics	MAT082A-H	3 6	Exam	Percentages, Rates, Algebra, Probability and Congruence		C	70 mins
Week 10	Week 8	Ongoing	Art	ART082C	2	Practical	Clay heads	CS	C	3 wks
Week 14	Week 11	Ongoing	Art	ART082D	2	Practical	Sgraffito	CS	C	4 wks
Week 16	Week 14	Ongoing	Art	ART082D	2	In class essay	Van Gogh	CS	C	60 mins
Week 18	Week 16	Ongoing	Art	ART082D	2	Practical	Fantastic Beasts	CS	C	3 wks
Week 19	Week 18	Ongoing	Art	ART082D	2	Practical	Clay heads	CS	C	3 wks
Week 4	Week 1	Ongoing	Art	ART082C	2	Practical	Sgraffito	CS	C	4 wks
Week 6	Week 4	Ongoing	Art	ART082C	2	In class essay	Van Gogh	CS	C	60 mins
Week 8	Week 6	Ongoing	Art	ART082C	2	Practical	Fantastic Beasts	CS	C	3 wks