

Assessment Policy

Year 11

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 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"> • 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 2018

Year 11

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
6/08/18	19/04/18	Ongoing	Visual Art	ART112A	2	Prac	Layers - Visual diary, folio	T CS	Both	10 wks
14/08/18	8/08/2018		Certificate II in Hospitality	VPT112A	5	Practical	Coffee Shop 1		C	70 mins
15/08/18	16/07/18	3/08/18	Dance	DAN112A	4	Essay	Australian Dance	INT LR AV	Both	800-1200 wds; 4-5 mins
17/08/18	27/07/18		Mathematics C	MAC111A	5	Assignment	Simultaneous Equations		Both	3 wks
21/08/18	20/08/18		Certificate II in Hospitality	VPT112A	5	Practical	Coffee Shop 2		C	70 mins
22/08/18	30/07/18	15/08/18	Tourism	TRM112A	4	Project	Customer Service	INT HO	Both	3.5 mins
24/08/18	27/07/18	10/08/18	Recreation	RCJ112AB	1 4	Report	Training program design	HO	Both	400 - 700 wds
27/08/18	6/08/18	Ongoing	Drama	DRA112A	5	Forming	One Person Show	Script HO	Both	4 - 6 mins
28/08/18	7/08/18	21/08/18	English Communication	ENC112	3	Assignment	Travel Brochure	HO INT	Both	250 wds
28/08/18			BCT	BCT112A	1	Extended Response	Industrial Relations	T INT	C	70 mins
29/08/18	1/08/18	22/08/18	Mathematics A	MAA112	6	Assignment 2.1	Bi-variate data, Graphs & Charts	T INT	C	4 wks
29/08/18			Earth & Environmental Science	ESC112A	4	Exam (Parts A & B)	Earth's resources & Human Impact on the Environment (2)		C	60 mins
30/08/18	20/08/18		Prevocational Maths	PVM112	6	Assignment	Local Travel	T HO INT	C	2 wks
30/08/18			Geography	GEG112A	1	Practical	Feeding the World's People	HO	C	2 x 70 mins
31/08/18			Earth & Environmental Science	ESC112A	4	Exam (Part C)	Earth's resources & Human Impact on the Environment (2)		C	60 mins
31/08/18			BCT	BCT112A	1	Response	Industrial Relations	T INT	C	70 mins
31/08/18			Japanese	JAP112A	5	Exam	Reading		C	70 mins
3/09/18	30/07/18	22/08/18	Dance	DAN112A	4	Choreography	Australian Dance	INT LR AV	Both	2 - 4 mins
6/09/18			English	ENG112	3	Exam	Novel	T	C	90 mins
6/09/18	26/07/18	16/08/18	Physical Education	PED112AB	2 1	Multimodal	Figueroa's Framework	CS HO INT	C	3 - 5 mins
6/09/18	26/07/18	30/08/18	Physics	PHY112A	2	EEL	Thermodynamics	T INT	Both	6 wks
7/09/18	8/08/18	24/08/18	Health Education	HED112A	4	Research	Drugs & Alcohol	HO LR INT	Both	800-1000 wds
7/09/18			Biology	BSC112A	4	Exam Part A	Animal & Plant Physiology	T HO	C	70 mins
7/09/18			Biology	BSC112B	5	Exam Part A	Animal & Plant Physiology	T HO	C	70 mins
7/09/18	17/08/18	31/08/18	Music	MUS112A	1	Musicology	Jazzin' up the classroom	HO INT	Both	800-1200 wds; 4-5 mins
8/09/18	3/09/18		Certificate II in Hospitality	VPT112A	5	Practical	100 Yr Celebration - Coffee Shop		C	3 hrs

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
10/09/18			Biology	BSC112A	4	Exam Part B	Animal & Plant Physiology	T HO	C	70 mins
10/09/18			Biology	BSC112B	5	Exam Part B	Animal & Plant Physiology	T HO	C	70 mins
10/09/18	8/08/18	29/08/18	Modern History	MHS112A	2	Multi-Modal	Civil Rights in the U.S.A.	INT HO LR	Both	8-10 mins
11/09/18			Geography	GEG112A	1	Exam	Feeding the World's People		C	60 mins
12/09/18			Mathematics B	MAB112A-B	6	Exam Part A	Term 3 Topics	Calculator	C	70 mins
13/09/18			Mathematics A	MAA112	6	Exam 2.2A	Trigonometry / Comparing Data	Calculator	C	70 mins
13/09/18			Social and Community Studies	CSZ112B	2	Exam	Australia's Place in the World		C	60 mins
14/09/18			Mathematics C	MAC112A	5	Exam	Term 3 Topics	CB	C	70 mins
14/09/18			Social and Community Studies	CSZ112A	5	Exam	Australia's Place in the World		C	60 mins
14/09/18			Ancient History	AHS112A	4	Response to stimulus	Rome v Hannibal	HO	C	120 mins
14/09/18	27/07/18	17/08/18	Building Construction Skills	BSK112A	1	Product	Wall Frame	Provided	Both	30 hrs
14/09/18	16/07/18		Furnishing Skills	FSK112AB	5	Practical	Practical Demonstration	Workshop	C	
14/09/18	6/08/18	28/08/18	IPT	IPT112A	4	Major Project	Programming	Technology	Both	7 wks
14/09/18			Japanese	JAP112A	5	Exam	Speaking		C	70 mins
17/09/18			Mathematics B	MAB112AB	6	Exam Part B	Term 3 Topics	Calculator	C	70 mins
17/09/18			Mathematics C	MAC112A	5	Exam	Term 3 Topics	CB	C	70 mins
17/09/18	20/08/18	3/09/18	Legal Studies	LEG112A	5	Multimodal	Torts	INT HO	Both	3 - 5 mins
18/09/18	30/08/18	11/09/18	English Communication	ENC112	3	Oral	Travel Warning	INT	Both	3 - 4 mins
18/09/18	31/07/18	4/09/18	Agricultural Practices	AGU112A	5	Investigation	Cattle Industry	HO LR INT	Both	500-800 wds
18/09/18			Chemistry	CHM112A	1	Exam	Consumer Chemistry		C	70 mins
19/09/18			Physics	PHY112A	2	SA	Thermodynamics		C	60 mins
19/09/18	24/08/18	7/09/18	Tourism	TRM112A	4	Booklet	Protocols & Procedures	INT HO	Both	400 - 700 wds
20/09/18			Mathematics A	MAA112	6	Exam 2.2B	Trigonometry / Earth Geometry	Calculator	C	70 mins
20/09/18	28/08/18	Regular	Early Childhood Studies	ECJ112A	1	Investigation	Child Health and Wellbeing	CS INT	Both	4 wks
20/09/18	27/08/18	10/09/18	Visual Art	ART112A	2	Appraising	Text-Magazine article	T CS INT	Both	3 wks
20/09/18	06/09/18	13/9/18	Music	MUS112A	1	Performance	Jazzin' up the classroom	HO INT	Both	3 mins
20/09/18			Chemistry	CHM112A	1	Exam	Consumer Chemistry		C	70 mins
21/09/18	27/07/18	14/09/18	Building Construction Skills	BSK112A	1	Project	Multimodal - non presentation	Provided	Both	6A4 pages
11/10/18	8/09/18	18/09/18	English	ENG112	3	Assignment	Short Story	HO	Both	1000 wds
19/10/18	27/08/18	31/09/18	Biology	BSC112A	4	EEL	Animal & Plant Physiology	INT	Both	1000 wds

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
19/10/18	27/08/18	12/10/18	Biology	BSC112B	5	EEI	Animal & Plant Physiology	INT	Both	1000 wds
25/10/18	11/10/18		Prevocational Maths	PVM112	6	Assignment	Earning an Income	T HO INT	C	2 wks
26/10/18	7/09/18	12/10/18	Recreation	RCJ112AB	14	Multimodal	Training program evaluation	HO	C	2 - 4 mins
26/10/18	14/09/18	Ongoing	Drama	DRA112A	5	Presenting	Australian Theatre	Script	Both	2 - 3 mins
30/10/18	23/10/18	25/10/18	Building Construction Skills	BSK112A	1	Practical	Plaster repair	Provided	C	4 hrs
2/11/18	8/10/18		Furnishing Skills	FSK112A-B	5	Project	Project Practical	Workshop	C	
6/11/18	11/10/18	30/10/18	English Communication	ENC112	3	Assignment	Picture Book	CS HO	Both	10 pages
8/11/18	10/10/18	24/10/18	Mathematics B	MAB112A-B	6	Assignment	Semester 2 topics	IT/Calculators	Both	4 wks
9/11/18	10/10/18	26/10/18	Dance	DAN112A	4	Own Choice	Latin Dance	INT LR AV	Both	800-1000 wds, Choreo / Perf 2-4 mins
9/11/18			Geography	GEG112A	1	Exam	Geography of Disease		C	60 mins
12/11/18			IPT	IPT112A	4	Exam	Programming	Technology	C	70 mins
13/11/18			Mathematics C	MAC112A	5	Exam	Term 4 Topics	CB	C	70 mins
14/11/18			Ancient History	AHS112A	4	Response to stimulus	Entertainment in Greece and Rome	HO	C	120 mins
15/11/18	24/10/18	5/11/18	Social and Community Studies	CSZ112AB	5 2	Response to Stimulus	Money Management	LR INT	Both	600-800 wds
16/11/18	8/10/18		Furnishing Skills	FSK112AB	5	Project	Project Written	Classroom	C	
16/11/18	2/11/18	9/11/18	Music	MUS112A	1	Composition	A kaleidoscope of Aust. Music	HO INT	Both	16 bars/30 secs
19/11/18			Health Education	HED112A	4	Exam planning	Domestic Violence	HO	C	70 mins
19/11/18			Japanese	JAP112A	5	Exam	Writing		C	70 mins
20/11/18	1/11/18	13/11/18	English	ENG112	3	Oral	Dramatic Play Seminar	T CS	Both	3 - 5 mins
20/11/18			Mathematics C	MAC112A	5	Exam	Term 4 Topics	CB	C	70 mins
21/11/18			Health Education	HED112A	4	Exam writing	Domestic Violence	HO	C	70 mins
21/11/18			Physics	PHY112A	2	SA	Optics		C	60 mins
21/11/18	17/09/18	14/11/18	Earth & Environmental Science	ESC112A	4	SFI	Earth's resources & Human impact on the Environment (1)	T FT INT	Both	1000 wds
22/11/18	8/11/18	15/11/18	English Communication	ENC112	3	Oral	Persuasive Speech		Both	3 mins
22/11/18			Mathematics B	MAB112AB	6	Exam Part A	Term 4 Topics	Calculator	C	70 mins
22/11/18			Physical Education	PED112A	2	Exam Essay	Training program evaluation	T HO	C	120 mins
22/11/18			Physical Education	PED112B	1	Exam Essay	Training program evaluation	T HO	C	120 mins
22/11/18	16/10/18	16/11/18	BCT	BCT112A	1	Report	Managing People	T INT	Both	800-1000 wds

Due Date	Date Set	Progress Check	Subject	Subject Code	Line	Task Type	Topic	Resources	Home / Class	Length / Time
22/11/18	11/10/18	15/11/18	Geography	GEG112A	1	Non-Written Report	Geography of Disease	HO INT	Both	8 - 10 mins
23/11/18			Mathematics A	MAA112	6	Exam 2.3A	Financial Maths – Business Maths / Building and Construction	Calculator	C	70 mins
23/11/18			Agricultural Practices	AGU112A	5	Exam	Animal Husbandry		C	70 mins
23/11/18	23/10/18	Regular	Early Childhood Studies	ECJ112A	1	Project	Child Health and Wellbeing	CS INT	Both	5 wks
23/11/18	12/10/18	16/11/18	Chemistry	CHM112A	1	EEI	Acid in the environment	T INT CS	Both	1000 wds
26/11/18	1/11/18		Prevocational Maths	PVM112	6	Assignment	Data Collection	T HO INT	C	4 wks
26/11/18	5/11/18	16/11/18	Biology	BSC112A	4	ERT	Reproduction	INT	Both	1000 wds
26/11/18	5/11/18	16/11/18	Biology	BSC112B	5	ERT	Reproduction	INT	Both	1000 wds
26/11/18			Modern History	MHS112A	2	Analytical Essay	Non-Violent Resistance in the 20th Century		C	500-600 wds
26/11/18			Japanese	JAP112A	5	Exam	Listening		C	70 mins
26/11/18	26/11/18		Drama	DRA112A	5	Forming	Improvisation - Greek Theatre	Script HO	C	2 mins
27/11/18			Legal Studies	LEG112A	5	Essay Exam	Family Law	HO	C	90 mins
28/11/18			Mathematics A	MAA112	6	Exam 2.3B	Financial Maths – Business Maths / Building and Construction	Calculator	C	70 mins
28/11/18			Mathematics B	MAB112AB	6	Exam Part B	Term 4 Topics	Calculator	C	70 mins
28/11/18			Physics	PHY112A	2	SA	Optics		C	60 mins
28/11/18	15/10/18	2/11/18	Tourism	TRM112A	4	Investigation	Future of Tourism	INT HO	Both	500 - 800 wds
29/11/18	10/08/18	Ongoing	Visual Art	ART112A	2	Prac	Text- Visual diary, Body of work	CS	Both	2+8 wks
			Cert II IDMT	VID112A	5		Competency based assessment which is ongoing			
			Cert III in Fitness	VFT112A	2		Ongoing online assessment tasks completed throughout the semester			
			Cert I Construction	VCO112A			Competency based assessment which is ongoing			
			Cert II Engineering Pathways	VEP112AB			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, a full day excursion to Brisbane, workbooks and practical work. The practical work will be through the assessment of coffee shop functions and take away espresso coffees and milkshakes. Students will be expected to complete 6 of the required 12 shifts at a Hospitality Establishment such as Kingaroy RSL Club. Students may consider participating in Community Service Events using their hospitality skills to gain experience in serving.