

ASSESSMENT PROCEDURES



ASSIGNMENTS

All students are expected to keep a copy of submitted assignments. Assignments will be returned to students in class for feedback but will then be contacted by the class teacher for student folios. The College will retain ownership of all assignments. The College reserves the right to reproduce copies (with the student's name erased) to display as examples.

DUE DATE

Due dates for assessment tasks are documented on the front cover of the task sheet and are also published on assessment calendars. Any variations to assessment conditions will be approved by the subject HOD and, if necessary, the Deputy Principal Learning & Teaching. Any amendments to assessment dates will be communicated to parents and students.

CONFERCING WORK – PROCEDURE FOR STUDENTS

Students will be given some class time to meet the assessment task requirements. However, there is an expectation that students will be working on assessment during homework and scheduled study time. The classroom teacher will establish checkpoint dates and offer feedback during the assignment process to support the student's response. Conferencing will include a brief discussion of ideas and adherence to task requirements, it will not involve detailed correction of errors. It is the re-

sponsibility of the student to work through a drafting process, including editing of language, before conferencing with the teacher.

If a student does not meet assessment checkpoint expectations or if the classroom teacher becomes concerned about the amount of work completed throughout the assignment process, contact will be made with parent/caregivers.

REQUEST FOR EXTENSION

Students may make an application for an extension of time to complete an assignment. Each application is considered on an individual basis; both the needs of the student and the equity of others will be taken into account. Students will be required to show evidence of their progress in response to the task and provide documented written evidence of disadvantage including dates (e.g. Medical Certificate or other relevant information to support the Application for Extension).

PROCEDURE FOR EXTENSION REQUEST

Obtain the Application for Extension form from the Head of School. Complete and have it signed by a parent/guardian, the classroom teacher and the subject HOD. The subject Head of Department will approve or reject the request based on the evidence submitted and the nature of the task. Final consultation may occur with the Deputy Principal Learning and Teaching.

The completed Application for Extension form must be submitted at least two days before the due date.

ASSIGNMENT SUBMISSION

In the interest of equity, reliability and validity, all assignment work must be completed and submitted by the due date. Assignments are to be submitted by the due date. Assignments are to be submitted to your teacher.

A student who is absent on the due date must still adhere to due dates by submitting their response via email, Google Classroom or through the College Office. Once the student returns to school, Senior School Students must provide a Medical Certificate in the case of illness, and Middle School students must submit a note from a parent/caregiver.

Issues with technology or other resources are not adequate reasons for non-submission of work or an extension being granted.

LATE OR NON-SUBMISSION OF ASSIGNMENTS

An assignment is late if it is not submitted by the agreed upon due date and time. Any work handed in after it is due will not be recorded in student results. Students will be graded on evidence produced prior to the due date (e.g. a draft). If a draft or other evidence of work is not accessible, then the students will be given time equivalent to a

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lesson to respond to the task. This session will be completed at a time before or after school at the discretion of the Head of Department. If a student has not met course requirements, they may be awarded an incomplete result. Should a student not meet an assessment due date on more than one occasion, an interview with parents will be required.

AUTHENTICATION OF STUDENT WORK

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work.

This includes but is not limited to the following:

- Sections of text (sentences or paragraphs) copied word for word without the use of quotation marks and an appropriate reference
- Sections of text (sentences or paragraphs) that have been rephrased or summarised and the source material does not have an appropriate reference
- Taking an idea or work from another source without reference to it
- Copying some or all of the work of another student or past student
- Allowing another student to copy your work
- Using images, audio, video and other electronic media without acknowledging their source
- If a student plagiarises the work of another, only the original part of the assessment instrument will be graded against the subject criteria. This will impact upon a student's results and if course requirements are not met, they may be awarded an incomplete result for the subject.

ACADEMIC MISCONDUCT

If a student engages in academic misconduct, including plagiarism

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or cheating, or routinely does not meet assessment submission requirements, then ongoing enrolment in a course may be withdrawn. Additionally, a result will not be awarded for this assessment task and a result of incomplete will be given. This may impact upon a student's ability to meet the course requirements.

CONSIDERATION OF ASSESSMENT DECISIONS

It is a student's responsibility to first discuss the results of assessment tasks with their teacher within two days of receiving the result, as academic departments have moderation procedures in place. All students have the opportunity to request cross-marking of assessment tasks for clarification of awarded results. If the matter is not resolved, a student may make a request for further consultation with the Deputy Principal Learning and Teaching. This request must be made in writing to the Head of Department. This request should stipulate reasons for additional cross-marking required.

EXAMINATIONS

All students are required to sit the examination on the scheduled day in the allocated examination block or designated class lesson. The only variation to this requirement is a medical condition justified by a Medical Certificate and is at the discretion of the Head of Department and/or Deputy Principal.

Any student engaging in cheating will have their exam paper removed and they will not be awarded a result for the task. This will impact upon their ability to meet course requirements and they will be awarded an incomplete result overall. Additionally, credit may not be awarded for Senior Course programs.

At St Ursula's College, examinations are not scheduled at the re-

quest of parents or students. Students and parents will be given timely notice of assessment schedules. If students are absent for an exam, they need written evidence to justify the absence. In Years 11 and 12 a Medical Certificate is required. Any variation to examination requirements will impact upon a student's results and may inhibit them from meeting course requirements.

PROCEDURES FOR STUDENTS

- Assemble outside your examination room and be ready to enter at least 10 minutes before the time set for the session with all required equipment. Equipment cannot be borrowed or shared during the session
- You must not take any phones, bags or notes into the examination room. Clear, unbreakable water bottles are allowed and are to be placed on the floor
- Upon entering an examination room, you must not communicate with any other students in any way including but not limited to: speaking, notes or gestures. Keep your work covered to ensure your responses are secure
- You are to remain in your allocated seat until the end of the allocated time period. At the completion of the examination, do not move from your seat or communicate with others until instructed to do so by the Supervisor.
- Do not remove any examination papers, notes or rough working from the room unless instructed by the Supervisor
- You cannot leave the examination room until the end of the allocated exam time period