A. Introduction

The policy applies to any assessment task that contributes to any student's level of achievement or in the case of VET certificates to the attainment of competencies.

Students shall receive details of this assessment in the form of coursework and a calendar of assessment for each subject area at the start of each semester. These outlines are provided in order to allow students to plan their study program and take responsibility for managing their study time and habits.

B. Time Management

It is important that students learn to organise their time effectively by mapping out their study commitments and developing a schedule so their assessment is submitted on time. Teachers will ensure that students have access to adequate resources and levels of support to complete assessment items. The focus on time management is intensified for the senior school years 10-12 and is critical for achieving maximum outcomes for students.

C. Draft Work

Students must ensure that they take the opportunity provided to submit rough drafts and conference with their teacher within given timelines. In the event of non-submission or late submission of an assessment item, the rough draft or planning evidence may be crucial in awarding a level of achievement. Drafts also provide excellent feedback for students to improve their work. For Authority Subjects (yrs10-11) there are specific guidelines around the number of drafts that can be submitted and the type of feedback provided by teachers. These conditions shall be outlined on all assessment tasks.

D. Academic Ethics

Academic Ethics are our beliefs about the authenticity of student work. It means that unless stated otherwise, all work that is submitted for assessment is to be the student's own work. Plagiarism which is the copying straight from another source without recognising that source, gaining an unfair advantage, cheating and gaining information under false pretences are all breaches of Academic Ethics.

Consequences for a breach of academic ethics shall be determined by the Head of Department in consultation with the administration. Consequences will depend on the degree or severity of the breach of academic ethics and the year level involved. Consequences for senior students will be more severe.

Penalties may include –
- grade awarded for original component only,
- failure of the assessment piece or of the unit as a whole,
- undertaking new assessment,
- non-submission or not sighted being awarded which may cause the student to be ineligible for a rating in that subject.

The school takes any breach of academic ethics very seriously.
E. Referencing

Students are reminded that information gained through research must be acknowledged throughout their work and at the end of the assignment in a properly formatted bibliography. The school has a standardized style guide and students are expected to set their work out according to these specifications as per the Student Diary.

Where the authenticity of student work is in question additional checks may be made. Students in some subjects will be required to submit their work electronically through “Turn it in” in order to check authenticity.

F. Special Provisions

Students who have emergent or ongoing factors that impact upon their learning may apply for Special Provisions. These provisions can only be approved by the Principal, Deputy Principal, HOSES, Guidance Office or HOD.

a) Types of provision
   - the modification of assessment conditions eg adjusted task, extended time, reader or scribe, research assistance, extension of due date
   - the granting of exemption from completing an assessment task

b) Who receives special provision?

Students can apply for Special Provisions if they have a learning disadvantage resulting from factors such as -
   - verified disabilities
   - language backgrounds other than English (Culturally and Linguistically Diverse)
   - Aboriginal and/or Torres Strait islander background
   - refugee status
   - acute or chronic illness of a physical, emotional or psychological nature
   - other extenuating circumstances such as extreme hardship, bereavement or sudden illness.

c) Accessing of Special Provisions

There are two main ways special provision can be accessed -
   - The HOSES ESL shall identify students who have learning support and may require special provision. Teachers and students shall be alerted to the nature of these provisions.
   - Parents/Carers/Independent Students can apply to the HOSES EAL or subject HOD for modification of assessment or exemption. In these cases the reasons need to be verified eg medical certificate; professional report.

d) Exemption from Assessment

Exemptions are only granted in significant circumstances provided the following –
   - there is sufficient alternative information to make a judgment about an exit level of achievement and syllabus requirements are met
   - the reason for missing an assessment instrument is verified and is due to illness or because of some other legitimate absence
   - completing the assessment would place an unreasonable burden on the student
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Note: Exemptions are not given for a VET subject as students must complete all competencies.

G. Submission of Assessment
All assessment must –
- comply with drafting requirements leading up to final submission / completion
- be completed by or on the due date
- include the cover sheet for the assessment item
- be handed in personally to the class teacher or HOD or if both are unavailable to the General Office where the assignment register must be signed.

Assessment which is handed in on or before the due date shall be -
- Evaluated and commented upon
- Credited towards completion of the course
- Credited towards the student’s level of achievement

H. Assessment Not Completed on the Due Date
In any situation where a student may be absent on the due date, every attempt must be made to alert the school to the absence and in the case of assignments send the work, completed or not, to school. The school email is: office@yerongashs.eq.edu.au. You will receive a reply receipt acknowledging that it has been received. Please keep this for your records as evidence of submission.

The response to a non-submission or non-performance shall either be one of “Special Provision” for verified acceptable absences or “Unapproved” for unacceptable reasons.

a) Special Provision
- Parents/Carers/Independent Students provide the school on the day of submission with a valid reason (illness, bereavement, compassionate or exceptional circumstance) as to why the student was absent or why the assignment was not submitted on the due date.
- The relevant HOD must be informed of the reason for absence and be provided with evidence eg a medical certificate, on the day the student returns.
- The new date for submission or performance shall be negotiated as per the Special Provision guidelines. In most cases the assessment shall be due on the student’s day of return to school.
- Mal-function of computer equipment is not a valid reason for Special Consideration.

b) Unapproved Non-Submission / Performance
Penalties exist where students do not have a valid reason for not completing work on the due date. These include -
- The assessment being awarded a NR – Not Rated. This may cause credit being withdrawn for the subject for that semester despite other work being completed and can significantly impact upon the student’s future prospects and chance of gaining a QCE (Qld Certificate of Education).
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- Detention until an acceptable standard of work is produced
- Feedback on but no rating for work handed in after the due date
- The start of cancellation of enrolment for students in years 11 and beyond and students in year 10 who are 16yrs of age or older.

I. Special Consideration

Students may apply to the Guidance Officer for Special Consideration if at the end of a course of study they feel that circumstances such as illness or upheaval have disadvantaged them by adversely affecting their achievement. In these cases it must be proved that performance suffered ie achievement before and or after the event was consistently better than during the event. If this is proved the adverse results can be negated.

To apply for special consideration students must –
- Provide documented evidence of the causes of adverse performance for the period in question eg medical certificates or reports, statutory declarations
- Register their intent for special consideration prior to finalisation of results at the end of semester.

Note: There is no avenue for special consideration for VET subjects.

Special Consideration of circumstances, no matter how severe, cannot improve a student's level of achievement beyond that consistently demonstrated on their subject profile.

J. Rules for Examinations

Students shall be informed of what items they are permitted to bring into an exam room.

All work should be legibly written on A4 paper. A margin is to be drawn down the left hand side of the page.

The student's NAME, SUBJECT AND TEACHER'S NAME are to be written on each piece of paper submitted.

Pages should be stapled or paper-clipped for security. Students are to provide their own paper, pens, staplers and rulers. No equipment will be permitted to be borrowed during exams.

Talking is not permitted during exams. Students wishing to speak to a supervisor are asked to raise their hand and wait for a supervisor to assist them.

Students are not permitted to leave the exam room until the session is complete.

Penalties for talking, bringing in notes or papers that are not permitted in the session, or presenting work that is not their own will have their exam cancelled. No credit will be given for the exam and parents/carers will be notified as a matter of course.