

Windaroo Valley State High School



Queensland
Government
Education Queensland



...Creating Futures...

An Apple Distinguished School

Assessment Policy 2007

Curriculum Teaching & Learning

1. Assessment Policy

1.1. Objectives

The general objectives of this policy are to:

- a. provide guidelines for assessment procedures at Windaroo Valley High
- b. provide standards of operation for students and teachers
- c. provide a ready reference guide for all parties.

2. Procedures

2.1. Introduction/Rationale

At Windaroo Valley High assessment is viewed as a balanced process which is based upon what students have learnt, and fairly reports the strengths and weaknesses of students for all involved. It allows for improvement of performance and builds upon previous learning and assessment. This assessment policy reflects a transparent process to all and has been compiled to ensure that fairness is maintained in all assessment tasks and between all students. Teachers will use professional discretion when administering the policy to ensure that the policy is applied fairly for all students.

Assessment Accountabilities:

Heads of Department

Heads of Departments have assessment responsibility for ensuring that:

- Assessment is appropriate and relevant to the teaching and learning program
- All students are catered for through the variety and scope of assessment tasks
- Assessment meets QSA criteria
- Assessment loads are reasonable within QSA standards
- Assessment is fair and consistent across classes
- They negotiate extensions

Students

Students have assessment responsibilities for:

- Completing and submitting assessment tasks on time and to a satisfactory standard
- Communicating if difficulties arise that require extensions before the due dates
- Following school's attendance policy

Teachers

Teachers have assessment responsibility for ensuring that:

- Assessment is appropriate and reflects work covered
- Assessment tasks are proportional to time allocated for units of study
- Student needs are catered for – ie students with special needs have assessment items adjusted accordingly in consultation with Learning Support and Special Education Class staff.

- Students have access to adequate resources to complete required assessment
- Students are fully aware of criteria for assessment and are given adequate time to complete assessment
- The necessary skills required to complete the type of assessment given have been covered
- Students are given regular feedback opportunities
- Students at risk of not completing assessment are referred to support personnel
- There is follow up for students who have not completed assessment
- Special consideration guidelines have been followed where necessary.

Process:

The process for administering assessment is as follows:

- Teacher submits to HOD for approval
- HOD once approved returns to teacher to arrange typing/proofing/photocopying
- It is expected that assessment instruments will be discussed and conferenced with other teachers whose classes are completing the same piece of assessment to ensure that it adequately reflects the teaching emphasis and that the format is appropriate
- All assessment items will only be carried out once assessment approval has been authorised by the HOD
- Once copied, items are to be securely placed in centralised department files/storage
- There will be a maximum of three weeks turn around for marking of all assessment.
- Teachers are required to discuss student profiles with students at least at the end of each semester and explain processes for assigning levels of achievement.
- Student profiles and folders are to be kept up to date at all times and stored in a central location.

At various times, schools must tell students how they are doing. Teachers collect information to show:

- areas where students need to do better
- any assistance in terms of re-teaching that needs to take place
- a student's record of achievement which is to be written on a report or a certificate.

There are two main types of assessment

a. Formative Assessment

Through class work, homework, practice tests and assignment rough drafts, students practise to produce their best work.

b. Summative Assessment

At certain times the standard a student has reached will be measured, and the results will count towards a grade which will be recorded on a school report or Queensland Studies Authority certificate (Queensland Certificate of Education).

3. Assessment Monitoring

- Assessment items will be marked and commented on within 3 weeks of the due date. To provide regular information on student progress completed assessment items are available for parental viewing. Completed assessment items will be made available on request at Windaroo Valley High for student and parent viewing. In some cases photocopies may be sent home for sighting and signing on parent request, or as a proactive teacher strategy to keep parents informed of their child's progress.
- Summative assessment items must remain in the school for moderation purposes.
- Student profiles will be continuously upgraded and made available on request at Windaroo Valley High for student and parent viewing.
- In every class, the teacher will provide students with course requirements for that subject.
- An assessment planner with approximate due dates in each subject will be provided at the start of each semester.

4. Reporting

Our school uses a form of progressive assessment. In most subjects, several methods will be used to assess student work. A number of tests or assignments will be used to evaluate student's progress in conjunction with continuous assessment of the student's day to day work. Students will be graded on an A to E scale reflecting the level of knowledge, skills, understanding and the ability to apply these aspects to each subject area.

4.1.

It is important to realise that under this system the student's performance is being continually assessed and recorded. For year 12, the Exit Level of Achievement that a student receives is a result of the cumulative collection of summative data over the previous year or two years' work.

4.2.

Students involved in Special Programs may not receive a rating, rather will receive an alternative report detailing the students' goals in each area, according to the educational adjustment made.

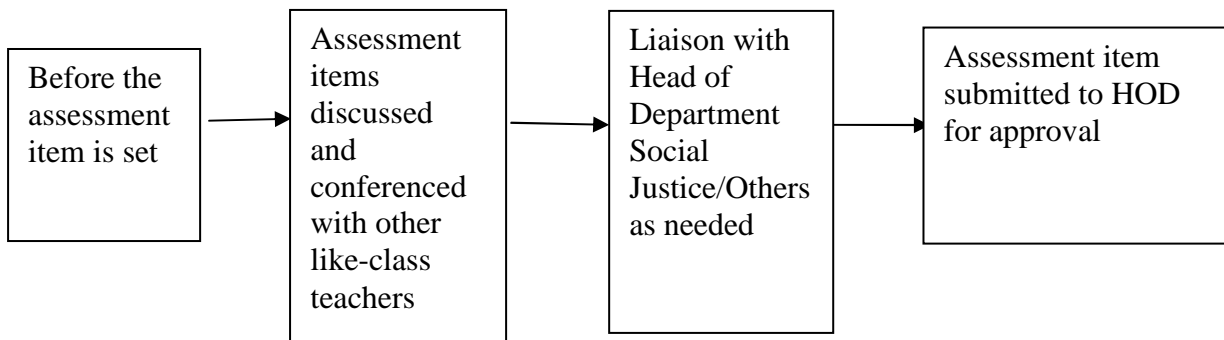
4.3. Reporting Dates

Term 1	Interim Progress Report
End Semester 1	Academic Report Card
End Semester 2	Academic Report Card Year 8, 9, 10 & 11
	Year 12 QSA Certificate

We believe it is important to celebrate student achievements. We do this by recognising students on assembly, through our school newsletter, and formally at our annual awards presentation night.

5. Assessment Procedures

PROCEDURES FOR TEACHERS IN PREPARING ASSESSMENT ITEMS:



MONITORING PROCESS:

Windaroo Valley State High School uses a drafting process to monitor progress and performance of students with all assessment items. The drafting process may involve:

- Continuous monitoring on a lesson by lesson basis. This is often used in practical subjects when an item is being constructed during lessons over a period of time
- A draft submission-feedback process. Students submit drafts of assessment items that teachers review and provide feedback to students
- As single draft process whereby the draft is started and completed on a set date at a set time. This is used for tests and exams.

All assessment items are due on the date set. In the case where an assignment is submitted late or not at all, the latest draft will be marked and awarded a grade. Any item not submitted on, or before the set date will receive no credit towards the student's completion of that course except as outlined in the following:

Extension granted

Special consideration

SPECIAL CONSIDERATION

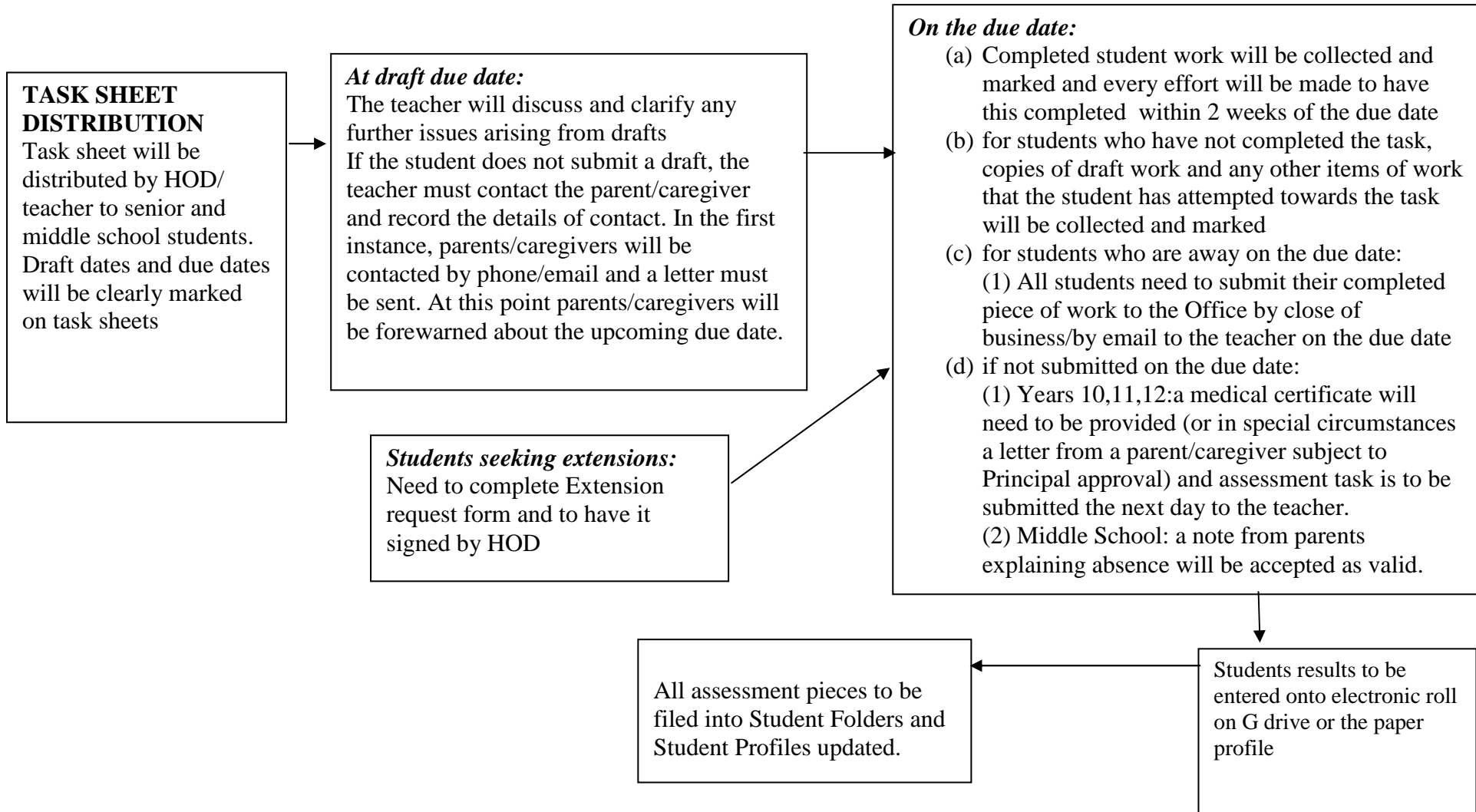
Students may apply to the Head of Department – Social Justice for special consideration if performance is affected by:

- learning disability and/or difficulty
- students of non-English speaking backgrounds
- students who are of Aboriginal or Island descent
- Physical disability
- Emotional Impairment
- personal illness/injury (medical certificate required)
- family trauma/emergencies
- other special circumstances on case by case basis.

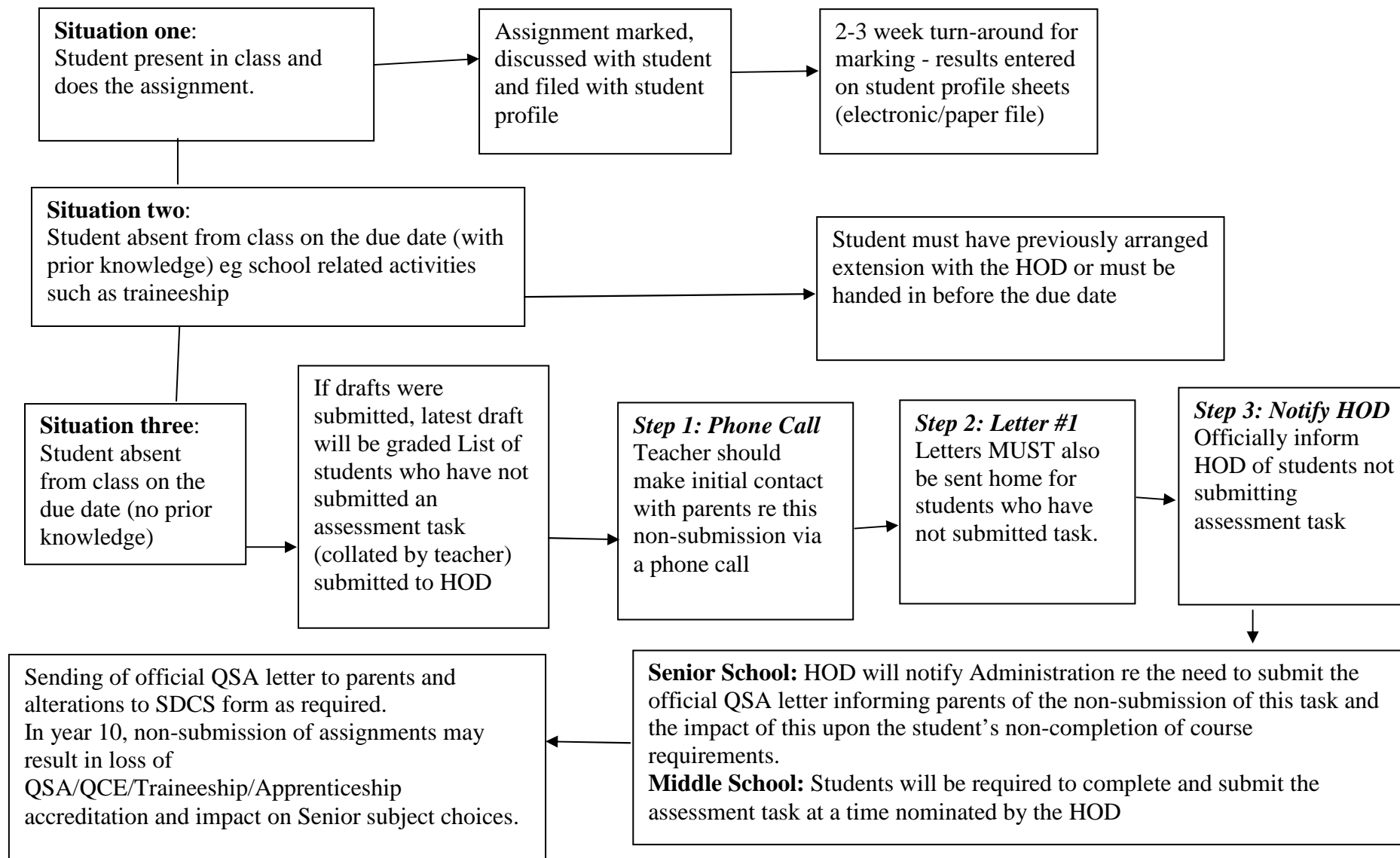
Students are required to notify the Head of Department – Social Justice of any special consideration, which may affect class work and/or results. Students must complete the required paperwork at the start of the academic year or as soon as special consideration is needed.

The Head of Department for the relevant subject area will determine appropriate action.

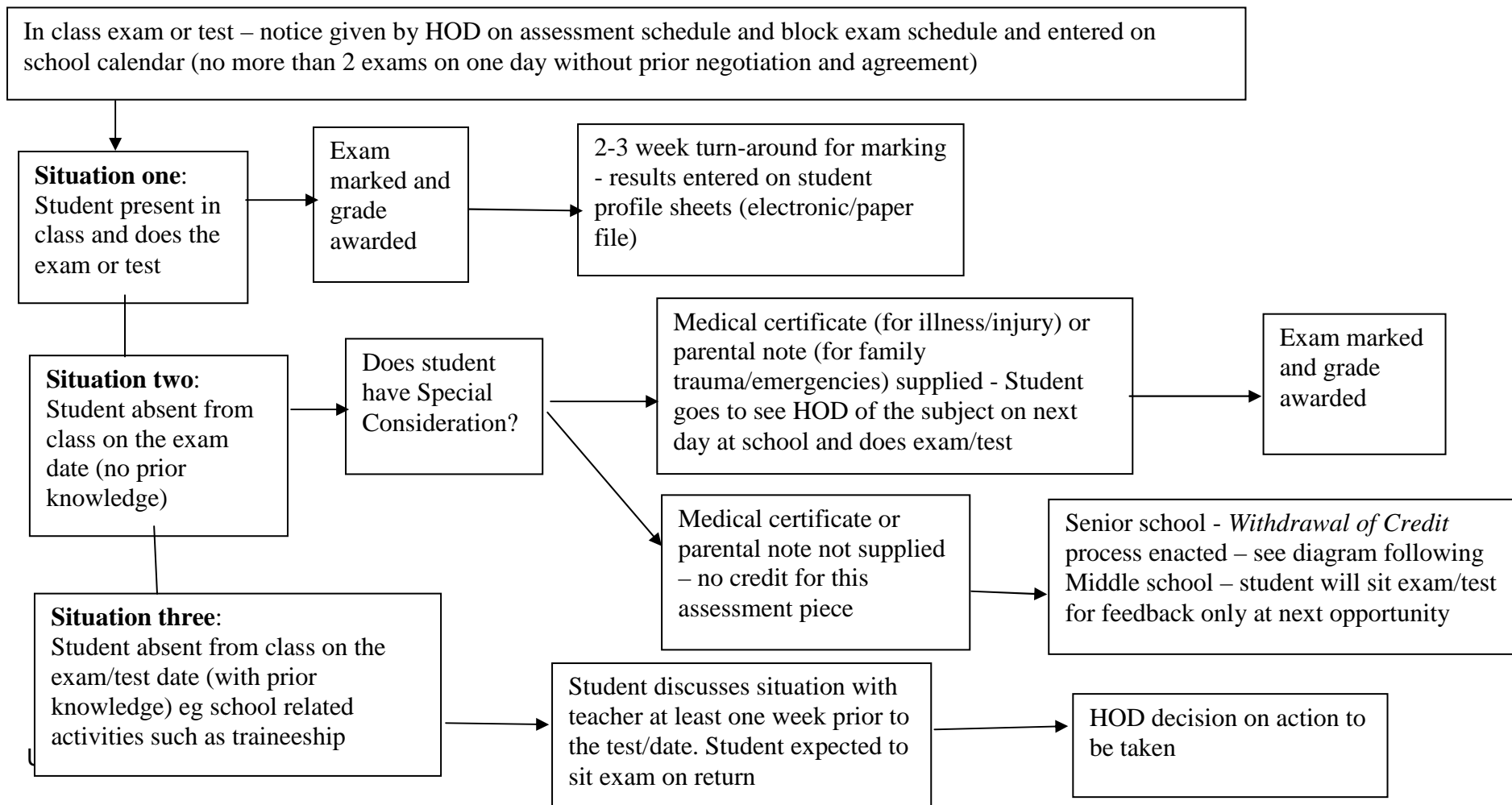
PROCESS FOR THE MONITORING, DRAFTING AND SUBMISSION OF ASSIGNMENTS:



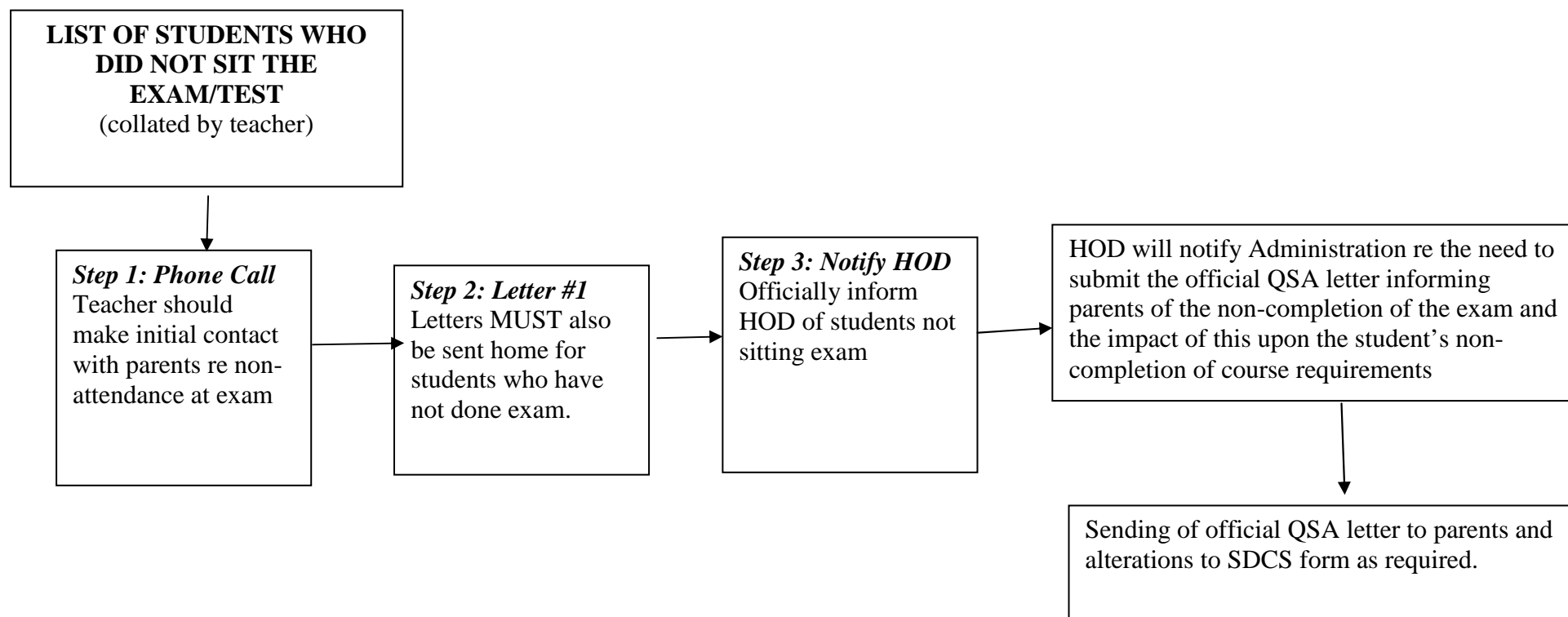
NON-SUBMISSION OF ASSIGNMENTS



PROCESS FOR IN-CLASS EXAMS OR TESTS



NON-ATTENDANCE AT EXAM/TEST



EXTENSION OF DUE DATE:

Teachers cannot grant extensions. These can only be granted by the HOD on the official school form.

Classes: Dates may be changed for classes at the discretion of the HOD, in consultation with teachers in the Department, in cases of prolonged teacher absence or disruption in school routine so that students are not disadvantaged through lack of class support. An extension could be granted to all classes of that subject to ensure consistency in that subject's assessment program. Assessment schedules and block exam schedules may need to be altered.

Individual Students: Students are to submit the appropriate request for extension form (signed by parents) to the HOD for consideration. Students must apply for extension at least 3 school days prior to the due date.

Special Circumstance:

Extended Illness - Medical Certificate

Illness on Due Date - Medical Certificate/Parent Communication

Bereavement – Parental Communication

Religious Holiday – Parental Communication

Representation in a regional or state competition – Parent/school/student communication

Extenuating Circumstances – As appropriate

Lost assignments – Students are required to keep working draft and copy of final product wherever possible. Should the school lose drafts or final copies, these will be used in addition to teacher/student negotiation to ensure students are not disadvantaged

ORAL ASSESSMENT & GROUP WORK

A written script of the oral or group performance must be submitted on the due date, whether it is performed or not.

If absent on the due date for the script, the procedures outlined for Submission and Students Absent on Assessment Day must be followed.

If absent on the due date of the performance, a parent or guardian is to notify the class teacher or HOD (or be available to verify the absence) on the day via telephone, in person or via email and provide appropriate evidence as set out for Extensions and Students Absent on day.

The group will perform and be assessed on the due date regardless of absences. Another student will be given a copy of the script to fill in for absent group members.

Upon the day of return to school, the student must provide the teacher with appropriate evidence of absence and negotiate a new performance date and time for both individual and group presentations. Group members who are required to perform their item twice due to forced negotiation will be awarded the better result of their two presentations.

TECHNOLOGY USE

If a computer failure in advance of the due date delays the submission of an assignment, students must notify their subject teacher immediately so that a new due date can be negotiated. If the computer problem occurs on the day the assignment is due, hard copy drafts must be provided as evidence of work completed. If in the case of printer failure, the student is to either email the assessment to the school or submit it on disk.

PLAGIARISM, CHEATING OR UNFAIR ADVANTAGE

The matter of cheating or plagiarism with assignments or exams/tests will be referred to Head of Department. For Yr 11/12 students, decisions are to be confirmed with the Deputy Principal and Parents notified.

Students must keep copies of draft work in order to prove authorship.

If a student is suspected of cheating in a test/exam, the examiner will make a note on the paper. The student will complete the paper and the matter will be referred, to the relevant Head of Department, for investigation.

Any student who willingly or knowingly assists another student to plagiarise will be penalised. The Principal is the final arbiter in relation to the penalty.

SUSPENSIONS

Any missed assessment is to be re-negotiated with the relevant Head of Department upon returning to school.