Assessment Policy
2016
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 QCAA criteria
- Assessment loads are reasonable within QCAA standards
- Assessment is fair and consistent across classes
- They negotiate extensions
- They support the monitoring of students at risk of failing
- Monitoring after each assessment occurs to ensure consistency of the standards as pointed out in the work programs

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 the 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 Program 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 contact with parents for students who have not completed assessment
- There is contact with parents for students who are at risk of failing or have failed an assessment particularly in Senior subjects
- Special consideration guidelines have been followed where necessary.
- Year 11 and 12 students are provided with a copy of the student profile at the beginning of the year and this is glued into their workbook or kept securely by the student

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 on the network
- There will be a maximum of two weeks turn around for marking of all assessment.
- Teachers update the master student profiles once marking is completed
- Teachers ensure students update their copy of their profile once marking is completed
- 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 the central location on the network - G:\Coredata\Curriculum\Student profiles and ladders - Year 11 and 12
- Know your Student Profiles are to be completed by due dates and submitted to HODs
- Student placement ladders are completed at the end of each semester by subject for Years 11 and 12 and stored in the central location on the network = G:\Coredata\Curriculum\Student profiles and ladders - Year 11 and 12

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 2 weeks of the due date. For senior subjects where the student is at risk of failing or has failed, contact home will be made by the teacher. 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.
- Year 11 and 12 completed assessment items will be stored securely in the filing cabinets in the faculty staffroom once marking and monitoring has occurred or saved as a zip file on the faculty assessment hard drive stored in the filing cabinet.
- Summative assessment items must remain in the school for moderation purposes.
- Student profiles will be upgraded following each assessment 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.

To ensure that parents have an accurate view of where their child is achieving all Year 11 and 12 reporting will be a reflection of the student’s exit level if they were to exit the subject at that time.

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

4.3. Reporting Dates

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Interim Progress Report All</th>
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</thead>
<tbody>
<tr>
<td>End Semester 1</td>
<td>Academic Report All</td>
</tr>
<tr>
<td>End Semester 2</td>
<td>Academic Report Years 8, 9, 10 &amp; 11</td>
</tr>
<tr>
<td></td>
<td>Year 12 Statement</td>
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</tbody>
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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 academic awards presentation night.

5. Assessment Procedures

**PROCEDURES FOR TEACHERS IN PREPARING ASSESSMENT ITEMS:**

Before the assessment item is set → Assessment items discussed and conferenced with other like-class teachers → Liaison with SEP coordinator/GO as needed → Assessment item submitted to HOD for approval

**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:
SPECIAL CONSIDERATION

Students may apply to the Assessment Panel 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.

Supporting documentation (letter from a doctor) will be required before any special consideration will be approved. Students are required to notify the Guidance Counsellor 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 Assessment Panel will determine appropriate action. Special consideration is subject to the Principal’s final approval.
PROCESS FOR THE MONITORING, DRAFTING AND SUBMISSION OF ASSIGNMENTS:

**TASK SHEET DISTRIBUTION**
Task sheet will be distributed by HOD/teacher to senior and junior school students. Draft dates and due dates will be clearly marked on task sheets.

**At draft due date:**
The teacher will discuss and clarify any further issues arising from drafts.
If the student does not submit a draft, the teacher must contact the parent/caregiver by phone and record the details of contact in OneSchool. At this point parents/caregivers will be advised that the draft is due the next lesson and forewarned about the upcoming final due date.
If no contact can be made via phone a SMS will be sent from administration.

**Students seeking extensions:**
Need to complete Extension request form and to have it signed by HOD.

**On the final due date:**
(a) Completed student work will be collected and marked and every effort will be made to have this completed within 2 weeks of the due date.
(b) for students who have not completed the task, copies of draft work and any other items of work that the student has attempted towards the task will be collected and marked.
(c) for students who are away on the due date:
(1) All students need to submit their completed piece of work to the Office or by email to the teacher on the due date by 3pm.
(d) if not submitted on the due date:
(1) a medical certificate for student illness must be provided (or in special circumstances a letter from a parent/caregiver subject to Principal approval) and the assessment task is to be submitted the next day to the teacher.
(2) For Yrs 8 & 9 only a note will be accepted for illness.

All assessment pieces to be filed into Student Folders and Student Profiles updated.

Students results to be entered onto markbook and/or the paper profile.
NON-SUBMISSION OF ASSIGNMENTS

**Situation one:**
Student present in class and has not submitted a draft or the final copy.

Student completes the assessment that lesson, whatever work is submitted is marked and graded.

**Step 1: Phone Call**
Teacher makes initial contact with parents re this non-submission via a phone call and recorded on OneSchool.

**Situation two:**
Student absent from class on the due date (with prior knowledge) eg school related activities such as traineeship

If draft was submitted, latest draft will be graded (unless a medical certificate for student illness or written explanation for other reason (Principal approved) provided on the next day student attends school).

If no draft submitted the student completes the assessment the next time he/she attends class, whatever work is submitted is marked and graded.

**Step 1: Phone Call**
Teacher makes initial contact with parents re this non-submission via a phone call and recorded on OneSchool.

**Step 2: Text**
Texts will be sent to any parent who cannot be contacted via phone

**Step 3: Notify HOD**
Officially inform HOD of students not submitting assessment task.

**Situation three:**
Student absent from class on the due date (no prior knowledge)

Sending of official QSA letter to parents and alterations to SDCS form as required.
In Senior, non-submission of assignments may result in loss of QSA/QCE/Traineeship/Apprenticeship accreditation and impact on Senior subject choices.

Senior School: HOD will notify Administration re the need to submit the official QSA letter informing parents of the non-submission of this task and the impact of this upon the student’s non-completion of course requirements.
**PROCESS FOR IN-CLASS EXAMS OR TESTS**

In class exam or test – notice given by HOD on assessment schedule and block exam schedule and entered on school calendar (no more than 2 exams on one day without prior negotiation and agreement)

**Situation one:**
Student present in class and does the exam or test

Exam marked and grade awarded

2 week turn-around for marking - results entered on student profile sheets (electronic/paper file)

**Situation two:**
Student absent from class on the exam date (no prior knowledge)

Teacher contacts home and records on OneSchool

Medical certificate (for student illness/injury) or parental note (for family trauma/emergencies) supplied (subject to Principal approval) - Student goes to see HOD of the subject the next day at school and does exam/test

~Yrs 8 & 9 only a parent note will be accepted for student illness

Medical certificate or parental note not supplied – student receives no credit for this assessment piece

Senior school - Withdrawal of Credit process enacted – see diagram following

**Situation three:**
Student absent from class on the exam/test date (with prior knowledge) eg school related activities such as traineeship

Student discusses situation with teacher at least one week prior to the test/date. Student expected to sit exam on return

HOD decision on action to be taken

**NON-ATTENDANCE AT EXAM/TEST**
LIST OF STUDENTS WHO DID NOT SIT THE EXAM/TEST  
(collated by teacher)

Step 1: Phone Call
Teacher should make initial contact with parents re non-attendance at exam and record on OneSchool – day of the test

Step 2: SMS sent from Administration to any parent who cannot be contacted via phone.

Step 3: Notify HOD
Officially inform HOD of students not sitting exam

HOD will notify Administration re the need to submit the official QSA letter informing parents of the non-completion of the exam and the impact of this upon the student’s non-completion of course requirements

Sending of official QSA letter to parents and alterations to SDCS form as required.
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 immediately referred to Head of Department and the Deputy Principal.

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

Students found to have submitted work that is plagiarised will only have a grade awarded to work submitted on or before the due that is evident as the student’s own work, this may include drafts. Consequences will be applied as per the Responsible Behaviour Plan.

Students found to be cheating in an exam will be removed from the exam and have no credit given for any responses impacted upon by the cheating. This may result in an incomplete piece of assessment which may mean insufficient assessment to be given credit for the semester’s work. Consequences will be applied as per the Responsible Behaviour Plan.

Any student who willingly or knowingly assists another student to plagiarise or cheat will have consequences applied as per the Responsible Behaviour Plan.

Students found to be in possession of an electronic device or mobile phone during an exam will result in an automatic assumption of cheating.

The Principal is the final arbiter of all decisions related to Academic dishonesty.

SUSPENSIONS
Any missed assessment due to a school disciplinary absence is to be re-negotiated with the relevant Head of Department upon returning to school.