



Senior School Internal Assessment Policy – QCE system

## Academic integrity

Academic integrity requires academic responsibilities to be approached in an honest, moral and ethical way. Schools, teachers, parents/carers and others who support students in their learning, including the Queensland Curriculum and Assessment Authority (QCAA), have a responsibility for promoting and maintaining academic integrity.

## Unit Overviews

Unit assessment overviews are available on the College website and through DayMap at the start of week 2 and students use these to plan their workload.

## Assessment

1. Students are required to complete all assignments in every subject by the due date and all examinations on the scheduled date unless approval has been granted through the AARA (Access Arrangements and Reasonable Adjustments) process.
2. Results will be adversely affected through failure to complete all assessment. Students must be able to present evidence of learning in order to receive results.
3. Assignments must be worked on consistently over a period of time to produce the best possible results.
4. Students are given an appropriate timeframe to complete an assignment and all students in the same subject will be sent a copy of the assignment task via DayMap on the same day at the same time. The amount of time students are given for an assignment is specified by QCAA.
5. All assessment instruments indicate the required length of a response as a word length, duration of time, or page count for assessments. A result for an assessment item will be limited to the word count. Please refer to Appendix 1 for further clarification on word length.

## Drafting

6. All students are required to submit a draft of assignments on the draft due date (not fewer than 7 school days before the final submission date). Teachers will provide feedback on a maximum of one draft in a timely manner. **For Unit 3 and Unit 4 work** - Providing feedback is a consultative process, not a marking process. Feedback on a draft must not compromise the authenticity of student work. Teachers will not introduce new ideas, language or research to improve the quality of student responses. Similarly, teachers may indicate some key errors in spelling, grammar, punctuation and calculations, and remind students that the draft requires more editing, but will not edit or correct all errors in a draft.
7. If a student submits a draft of the assignment after the draft due date, with no documented or valid reason, no feedback will be provided to this student.
8. Students who fail to submit a draft by the date indicated will have their parent/guardian contacted by a phone call or an email sent home (noted on One School) by the class teacher within three school days of failing to submit the draft.

## Submission

9. **All assignment work must be electronically submitted by 11.59pm of the due date through the Turn It In program in DayMap.** Computer/printer/email problems will not be accepted as an excuse for late submission. If there is a problem with electronic submission, a copy on a USB or an emailed copy must be provided to the teacher by the due date. Students should save assignment work in multiple locations to avoid loss.

10. A hard copy of the assignment (when requested from the teacher) must be given to the student's teacher on or before the first lesson after the due date with the task sheet attached.
11. **Assignments and Off-campus Commitments (School Based Apprenticeships and Traineeships).** If an assignment is due on a day when the student has an off-campus day, it is the student's responsibility to ensure that the assignment has been submitted electronically to the class teacher on or before the due date. Any variation to a College exam will need to be through the AARA approval process.
12. If absent on the due date for an assessment, an AARA application and medical report or appropriate documentation for reason of absence (holidays will not be accepted as a valid reason) is required. If no medical report or appropriate documentation is produced, a student will receive a mark for evidence of learning that has been compiled before the due date. If no evidence is available, on or before the due date set by the school, a subject result will not be awarded.
13. Requests for reasonable adjustments to assessment can only be approved by the Senior School Principal, Senior School Deputy Principals (Years 11 and 12) and by Heads of Departments in Year 10 or Guidance Officers, and as early as possible before the due date.  
Senior School students requesting an extension must complete a request in writing by completing the "Application for Reasonable Adjustment for Assessment" form (available from Student Services and on the College's website) and hand/email it to Student Service at least one day before the due date of the assignment. If the reason for extension is due to illness, a medical report must be supplied.

## Awarding of an N on a report card

14. An N is awarded on a student's report card if a student has not completed all the syllabus requirements for that period of the report. All effort must be made by the teacher to ensure a draft has been completed for an assignment task and evidence of learning has been collected during the class time to demonstrate knowledge of the content if it is an exam. If an N is to be awarded the Head of Department needs to be informed by the teacher and the Head of Department will pass this information on to the Year Level Deputy Principal before reports are to be sent home. Also the student and their parents/caregivers need to be notified before the reports are sent home. This also needs to be recorded as a contact in One School.

## Academic Misconduct

15. Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning and will affect a student's academic outcome for assessment. Appendix 2 outlines examples of academic misconduct.
16. Plagiarism is the action or practice of taking and using as one's own the thoughts or writings of another without appropriate acknowledgement. Plagiarism is a serious instance of academic misconduct and, as such, any part of an assignment which is deemed to have been plagiarised will be discounted and the result for the assignment will be based on the portion of the assignment which is deemed to be the work of the student. Consequently, the reduction in word length and subject matter relating to the assignment topic would mean that the student would not meet some of the ISMG requirements and would have a reduced mark for the assessment.

## Appendix 1:- Guidelines about the length of a response

Assessment results will be limited to the word length. Please refer to 8.2.6 of the QCE and QCIA Policy and Procedures handbook.

Elements to be included in or excluded from the word length or page count of a written response are provided in the following table:

	Word length	Page count
Inclusions	<ul style="list-style-type: none"> <li>• all words in the text of the response</li> <li>• title, headings and subheadings</li> <li>• tables, figures, maps and diagrams containing information other than raw or processed data</li> <li>• quotations</li> <li>• footnotes and endnotes (unless used for bibliographical purposes)</li> </ul>	<ul style="list-style-type: none"> <li>• all pages that are used as evidence when marking a response</li> </ul>
Exclusions	<ul style="list-style-type: none"> <li>• title pages</li> <li>• contents pages</li> <li>• abstract</li> <li>• raw or processed data in tables, figures and diagrams</li> <li>• bibliography</li> <li>• reference list</li> <li>• appendices*</li> <li>• page numbers</li> <li>• in-text citations</li> </ul>	<ul style="list-style-type: none"> <li>• title pages</li> <li>• contents pages</li> <li>• abstract</li> <li>• bibliography</li> <li>• reference list</li> <li>• appendices*</li> </ul>
* Appendices should contain only supplementary material that will not be directly used as evidence when marking the response.		

### Strategies for managing word length once assessment has been submitted.

Either of the following strategies will be used by teachers to manage assessment that exceeds the word or audio length:-

1. Marking only the evidence in the student response that meets the assessment conditions for response length, excluding evidence outside the required length.
2. Allowing a student to redact a response to meet the required length before a judgment is made on the evidence in the student response. Students are given one opportunity to redact their work.

## Appendix 2

### Academic misconduct

Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning.

#### Types of academic misconduct and examples of behaviours

Type of misconduct	Examples
Cheating while under supervised conditions	A student: <ul style="list-style-type: none"><li>• begins to write during perusal time or continues to write after the instruction to stop writing is given</li><li>• uses unauthorised equipment or materials</li><li>• has any notation written on the body, clothing or any object brought into an assessment room</li><li>• communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.</li></ul>
Collusion	When: <ul style="list-style-type: none"><li>• more than one student works to produce a response and that response is submitted as individual work by one or multiple students</li><li>• a student assists another student to commit an act of academic misconduct</li><li>• a student gives or receives a response to an assessment.</li></ul>
Contract cheating/ significant contribution of help	A student: <ul style="list-style-type: none"><li>• arranges for a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response</li><li>• pays for a person or a service to complete a response to an assessment</li><li>• sells or trades a response to an assessment.</li></ul>
Copying work	A student: <ul style="list-style-type: none"><li>• deliberately or knowingly makes it possible for another student to copy responses</li><li>• looks at another student's work during an exam</li><li>• copies another student's work during an exam.</li></ul>
Disclosing or receiving information about an assessment	A student: <ul style="list-style-type: none"><li>• gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment</li><li>• makes an attempt to give or receive access to secure assessment materials.</li></ul>
Fabricating	A student: <ul style="list-style-type: none"><li>• invents or exaggerates data</li><li>• lists incorrect or fictitious references.</li></ul>
Impersonation	A student: <ul style="list-style-type: none"><li>• arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment</li><li>• completes a response to an assessment in place of another student.</li></ul>
Misconduct during an examination	A student distracts and/or disrupts others in an assessment room.
Plagiarism or lack of referencing	A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas).
Self-plagiarism	A student duplicates work or part of work already submitted as a response to an assessment instrument in the same or any other subject.

## Frequently asked questions

### What does due date mean?

Students must submit assignments or sit examinations on the published due date by the specified time of submission.

### What happens to a late submission without an approved AARA?

A result will be awarded using evidence on or before the due date e.g. classwork, a draft, rehearsal notes, photographs of student work, teacher observation.

### What happens when a student does not submit assessment by the due date?

Unless there has been an approved AARA (Access Arrangement and Reasonable Adjustment) a result will be awarded using evidence on or before the due date e.g. classwork, a draft, rehearsal notes, photographs of student work teacher observation.

### What is the procedure if my child requires an extension to the due date of internal assessment?

The Application for Reasonable Adjustment for Assessment form (available from Student Services and on the College website) needs to be completed and submitted for approval with the correct documentation. Year 10 students need to consult with their teacher and Curriculum Head of Department.

### What if I am absent on the day of a practical exam?

AARA documentation needs to be supplied if work is to be assessed, otherwise work will be treated as a non-submission. Students need to provide valid documentation for their absence otherwise work will be treated as a non-submission.

### What happens if I have to submit assessment while I am on holidays other than the scheduled school holidays?

Assignments must be submitted on or before the due date. Examinations will not be rescheduled for a personal holiday.

### When absent from an assessment what documentation is required if a student has been sick?

**Medical report.** Notifications of principal-reported AARA and applications for QCAA-approved AARA require the submission of a medical report that provides:

- diagnosis of disability and/or medical condition
- date of diagnosis
- date of occurrence or onset of the disability and/or medical condition
- symptoms, treatment or course of action related to the disability and/or medical condition
- information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment
- professional recommendations regarding AARA.

The medical report must be completed on the QCAA's medical report template that can be accessed via the QCAA Portal for Year 11 and Year 12 students.

The medical report must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's Medical Practitioners Registration Act 2001 and/or Queensland's Psychologists Registration Act 2001), and who is not related to the student or employed by the school. Schools contact the QCAA for advice if a student is unable to provide a medical report.