



Middle School Assessment Policy



Kelvin Grove State College

The Pursuit of Excellence With All Our Might



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

Contents

SCOPE.....	2
PURPOSE	2
RESPONSIBILITIES.....	2
School Responsibilities.....	2
Student Responsibilities.....	2
SEMESTER ASSESSMENT PLANNERS	3
ASSIGNMENTS.....	3
General Information	3
Submission	3
EXAMS AND PRACTICAL ASSESSMENT.....	4
EXTENSIONS AND ABSENCES	4
MITIGATING FACTORS AFFECTING ACADEMIC PERFORMANCE.....	5
PROCESSES FOR INCOMPLETE ASSESSMENT	5
ACADEMIC HONESTY AND MISCONDUCT.....	6
APPLICATION FORM FOR EXTENSION OF MIDDLE SCHOOL ASSESSMENT	7



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

SCOPE

This policy provides information for Middle School (Years 6-9) parents, students and staff about their roles, responsibilities, and procedures relating to assessment in the curriculum to ensure that Middle School students ignite their spark, be their best, and be ready for their future.

PURPOSE

- Students and families to have timely access to information regarding assessment tasks and dates.
- Students and families to have a clear understanding of the processes when assessment support, adjustments, or extensions are required.
- Staff to be clear on their role in maintaining clear expectations for completion of assessment and communicating with families as to student progress toward completing this assessment.

RESPONSIBILITIES

School Responsibilities

- Publish all assessment dates on the Daymap platform and Semester Assessment Planners on the College website by end of Week 3 of Terms 1 and 3.
- Provide students with assessment tasks to be completed in an appropriate time frame.
- Provide appropriate class time for assessment.
- Provide feedback to students on both draft and final assessment tasks in a timely manner.
- Enact procedures which ensure a consistency of standards is maintained in the marking of assessment tasks.

Student Responsibilities

- Complete all tasks with “all thy might”.
- Follow all task guidelines and instructions, submitting all drafts and final versions of assessment tasks by the due dates.
- Ensure all assessment tasks submitted are their original work. Use the College Referencing Generator and guidelines (library website).
- If required, complete an “*Application for Extension of Middle School Assessment*” form prior to the due date. See “EXTENSIONS AND ABSENCES” on page 4 for further details.

Parent/Carer Responsibilities

- Encourage students to submit all drafts and final assessment tasks by the due date.
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

SEMESTER ASSESSMENT PLANNERS

Year level semester assessment planners are made available to students and parents by the end of Week 3 of Terms 1 and 3 on the College website. Through the Daymap platform (<https://kelvingrovesc.eq.daymap.net>) students (and parents with Daymap access) can view their personalised assessment planner for each term and semester. These planners and Daymap access provide an outline of due dates for assignments and exams, and allow students and families to manage their workload and organise support if required.

ASSIGNMENTS

General Information

1. Assignment work is a vital part of student learning and assessment. Students are expected to complete all assignments in every subject by the due date. Results may be adversely affected through failure to complete all assessment.
2. All assignments will have a task sheet that outlines topics covered, conditions, due dates (draft/final), criteria and any other relevant information.
3. Assignments must be worked on systematically over a period of time to produce the best possible results.
4. Students will be given an appropriate period of time to complete an assignment. The amount of time students are given to complete a task will be commensurate with its complexity.
5. Due dates are set so that teachers can make timely judgements about students' achievements at a particular stage of the course of study.
6. If digital submission of an assignment is required, the latest allowable deadline set by teachers on the due date is **9pm**.

Submission

7. Tasks must be presented on the due date unless there are exceptional circumstances. Each situation will be judged on its merit and extensions are not automatically granted. See "**Extensions and Absences**" below for more information.
8. Assignments are to be submitted using the method specified on the task sheet/as directed by the subject teacher. If it is necessary that an assignment be handed in to Student Services, it must be submitted no later than 3.00pm on the due date.
9. Students are encouraged to use digital devices to complete assignments, however computer/printer/email problems may not be accepted as an excuse for late submission.
10. All students are required to submit a substantially completed draft of assignments on the draft date due. Teachers will provide draft feedback in a timely manner.
11. Students who fail to submit a complete draft by the date indicated will have their parent/carer contacted. Contact will be in the form of a phone call and/or an email.



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

12. If a student submits a draft of the assignment after the draft due date, the teacher is not required to give feedback to the student.
13. If a Middle School student is absent on the due date for an assignment, a medical certificate or contact from home (parent phone call/email) is required. The decision on whether to accept the late assignment lies with the Head of Department in consultation with the Year Level Deputy Principal or Middle School Principal.
14. If a draft or the final assignment response is not submitted by the due date, the class teacher will be responsible for follow up strategies as per Faculty processes. If this is not successful, then the relevant Head of Department is to be informed.
15. When an assignment is submitted after the due date (unless a decision to accept the assignment has been approved), an achievement grade may be given for work seen in the draft by a teacher on or before the due date.

EXAMS AND PRACTICAL ASSESSMENT

Exams and practical assessments are administered in a variety of subject areas and under a variety of conditions. Students will be given an appropriate period of time to prepare for these tasks both in class and at home. Exam/practical assessment dates are set so that teachers can make timely judgements about students' achievements at a particular stage of the course of study.

EXTENSIONS AND ABSENCES

All assignments must be presented by the due date unless there are exceptional circumstances that are covered by the following provisions:

I) Request for Extension

Extensions may only be granted by one of the following; Guidance Officer, relevant Head of Department, Year Level Deputy Principal or Middle School Principal **prior to**, and as early as possible before, the due date. Parents or students seeking an extension must gain approval by completing an "*Application Form for Extension of Middle School Assessment*" form and emailing it to the relevant class teacher, copying in the Head of Department and Year Level Deputy Principal.

II) Absence on due date, due to illness

Parents of Middle School students must produce documentary evidence (e.g. medical certificate) to the class teacher in addition to regular school absence procedures.

III) Absence on due date, due to special circumstances – e.g. bereavement.

Parents are to make direct contact with one of the following to explain the circumstances: class teacher, relevant Head of Department, Guidance Officer, Year Level Deputy Principal or Middle School Principal.



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

MITIGATING FACTORS AFFECTING ACADEMIC PERFORMANCE

Students/parents who consider that their/their child's performance in an examination or other assessment task was adversely affected by illness, disability, bereavement, or other exceptional circumstances, may apply in writing to the Middle School Principal through the Guidance Officer or Year Level Deputy Principal for special consideration. This communication must include documentation where possible (e.g. medical certificate) and must be provided as soon as practicable.

PROCESSES FOR INCOMPLETE ASSESSMENT

Students and families are encouraged to communicate early with the relevant staff about difficulties with completing assessment and meeting the assessment due date.

Student absent from exam	<ul style="list-style-type: none">• Class teacher contacts parent/carer informing of missed exam, and enters this contact on OneSchool referring to Curriculum HOD.• If a Middle School student is absent for a scheduled exam, a medical certificate or contact from a parent/carer is required.• Where a medical certificate or parent/carer contact has been provided the student/parent negotiates new exam time with teacher/HOD.• Where no medical certificate or parental contact has been provided the student sits the exam on the first day returned to class.
No assignment submitted on the due date	<ul style="list-style-type: none">• Class teacher contacts parent/carer informing of non-submission, and enters this contact on OneSchool.• If a Middle School student is absent on the due date for an assignment, a medical certificate or contact from home (parent phone call/email) is required.• The decision on whether to accept the late assignment lies with the subject HOD in consultation with the Year Level Deputy Principal or Middle School Principal.• If no medical certificate or parent/carer contact and no assignment is presented the student completes the assignment in class on their first day of return to school.
Student states assignment is completed but left at home/cannot access	<ul style="list-style-type: none">• Class teacher contacts parent/carer informing of non-submission, and enters this contact on OneSchool.• If it is necessary that an assignment be handed in at Student Services, it must be submitted no later than 3:00pm on the due date.• If the assignment is not received by this time then it will be considered as per 'no assignment submitted on the due date'.



ACADEMIC HONESTY AND MISCONDUCT

Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning. (QCE and QCIA Policy and Procedures Handbook 2019 v1.2)

<p>A student submits another's assignment work as their own / student colludes with others / plagiarism detected</p>	<p>Action:</p> <ul style="list-style-type: none"> Plagiarism is the action or practice of taking and using as one's own the thoughts or writings of another without appropriate acknowledgement, and is viewed as serious academic misconduct. Collusion is the sharing of work or allowing work to be copied by another student. <p>Consequence:</p> <ul style="list-style-type: none"> Class teacher to contact parent/carer AND record as a "Behaviour Incident" on OneSchool referring the incident to the Head of Department and Year Level Deputy Principal. Resubmission of original work as determined by the Head of Department and Year Level Deputy Principal <p>Strategies:</p> <ul style="list-style-type: none"> Students have access to referencing guidelines through the Library website and can seek support from their class teacher if they have questions or concerns. Students must take steps to protect the integrity of their work. Students may be asked to sign a declaration of originality on submission of their assignment.
<p>Misconduct/cheating by a student in an examination or practical assessment</p>	<p>Action:</p> <ul style="list-style-type: none"> Student takes steps to gain an unfair advantage over, or degrade the performance of, other students in the examination. <i>Examples, not limited to: accessing notes in a closed-book exam, copying from another student's paper.</i> <p>Consequence:</p> <ul style="list-style-type: none"> Class teacher to contact parent/carer AND record as a "Behaviour Incident" on OneSchool referring the incident to the Head of Department and Year Level Deputy Principal. <p>Strategies:</p> <ul style="list-style-type: none"> Students must complete revision and sufficiently prepare for their examination or practical assessment. If required, students must seek support from their class teacher prior to the examination date.



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

APPLICATION FORM FOR EXTENSION OF MIDDLE SCHOOL ASSESSMENT

Student Name: _____ Year: _____

Subject: _____ Teacher: _____

Assessment Type:

Written Assignment Oral/Performance Examination Other: _____

Title: _____ Due Date: ____/____/____

Reason for Request:

Medical Family Situation Other Reason:

Documentary Evidence must be attached (please tick below).

Medical Certificate Note of Explanation

Classroom Teacher Support: YES NO Signed _____ Date: _____

GO / Deputy Principal / Principal Approval/Support:

Recommended Not Recommended

Comment: _____

Signed _____ Date _____

Head of Department Approval/Support:

Approved Not Approved Altered conditions Exemption from task

Comment: _____

Signed _____ Date _____

OFFICE USE:

Uploaded to OneSchool

COMPLETE THE SHADED SECTION, ATTACH YOUR EVIDENCE, THEN RETURN THIS FORM TO YOUR TEACHER