



Kelvin Grove State College Assessment Policy

Information for Students and Parents in Years 6-9 and Year 12

Assessment Overviews

Assessment Overviews will be issued by each department at the start of week 2 for the year and are published on the College's website. Students use this to plan their workload and Assessment Overviews are to be copied on student's electronic devices or glued into the student's pad/folder. Assignments or projects are not to be included which extend across the Christmas or July holiday periods.

Assignments

1. Assignment work is a vital part of student learning and assessment.
2. Students are expected to complete **all** assignments in **every** subject by the due date. Results will be adversely affected through failure to complete all assessment. In Year 12, OP, OP-ineligible rank, course credit and/or QCE eligibility may be adversely affected if all assignments are not completed.
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, this would usually be at least 4 weeks' notice. 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. 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.
7. Where there are exams for the subject, due dates for assignments must be at least one week before the start of any formal exam period.
8. Assignments are to be handed in to the subject teacher (or Head of Department) personally during class. When assignments are collected, students are to sign on a roll indicating submission of the assessment. If it is necessary that an assignment has to be handed in at Student Services, it must be submitted no later than 3.00pm and logged into the assignment register at this counter.
9. **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 issue 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 information relating to the assignment topic would mean that the student would not meet the criteria on a number of levels and would be likely, in most cases, to earn a D or E for the assignment.
10. Students are encouraged to use computers but that computer/printer/email problems will not be accepted as an excuse for late submission.
11. **All assignments will have a cover sheet that outlines topic, conditions, due date, draft due, criteria and any other relevant information.**
12. All students are required to submit a **draft** of assignments on the **draft date due**. Teachers will comment on and return a draft of assignments in a timely manner (not fewer than 4 days before the final submission date).

13. Students who fail to submit a draft by the date indicated will have their parent/guardian contacted. Contact will include a phone call and / or a letter or email sent home (noted on OneSchool) by the class teacher within three school days of failing to submit the draft.

14. If a student submits a draft of the assignment after the draft due date, the teacher may only be able to provide limited feedback to the student.

15. If a Year 12 student is absent on the due date for an assignment, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant Head of Department in consultation with the sub school Principal has the discretion to accept the assignment – the Head of Department will document the reasons on OneSchool and consult QCAA policy.

16. If a Year 5 - 9 student is absent on the due date for an assignment, a medical certificate or contact from home (parent phone call/letter/email) is required. The decision on whether to accept the late assignment lies with the Head of Department in consultation with the sub-school Principal.

17. When a draft or the final assignment is not submitted by the due date, the class teacher will be responsible for follow up strategies and apply the standard college procedures as recorded in the Responsible Behaviour Plan. If this is not successful, then the relevant Head of Department should be informed. The Head of Department must co-sign any letter to the parent advising them of the situation.

Procedures:

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

I. Request for Extension – can only be granted by the sub-school Principal, Deputy Principal, Guidance Officer, or Head of Department **prior to**, and as early as possible before the due date. If the reason for extension is due to illness, students in Year 12 will be required to supply a medical certificate. Students requesting an extension must complete a request in writing by completing the “Application for Special Consideration for Assessment” (available from Student Services) and hand it to the class teacher (or Head of Department) at least **1 day before the due date** of the assignment.

II. Absence on due date, due to illness – Year 12 students must produce a medical certificate or written documentation from the parent (acceptable to the Head of Department in consultation with the sub-school Principal, or Deputy Principal). Alternatively, the assignment must be delivered to Student Services or the teacher on the due date. The student and/or parents should, if possible, contact the school to notify them of the circumstances **on the day**. Year 5 to 9 students must produce documentary evidence to the class teacher of being absent, including the reason.

III. Absence on due date, due to special circumstances – e.g. bereavement. Parents should contact the teacher directly to explain the circumstances.

Please note:

- Failure to complete an assignment means that course requirements for that subject are not complete and a rating may not be given.
- When an assignment is submitted after the due date (unless a decision to accept the assignment has been approved), credit will be given only for work seen in the draft by a teacher on or before the due date.
- Failure to complete assignments may result in a student failing to gain credit for that semester. For Year 12 students, this may affect his/her OP, OP-ineligible rank, and/or QCE eligibility as per QCAA policy.

Assignments and Off-campus Commitments (School Based Apprenticeships and Traineeships)

If an assignment is due on an off-campus day, it is the student's responsibility to ensure that the assignment is handed in at the College office or, preferably, given or emailed to the class teacher *on or before the due date*.

Consequences for Incomplete Assessment

Absent From Exam	Year 12	<p>If a Year 12 student is absent for a scheduled exam, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assessment item – but must document reasons on OneSchool and consult QCAA policy.</p> <p>Where a medical certificate has been provided the student negotiates new exam time with teacher/HOD.</p> <p>Where no medical certificate or parental contact has been provided the student sits the exam on the first day returned to class.</p>
	Years 5 - 9	<p>If a Year 5 - 9 student is absent for a scheduled exam, a medical certificate or contact from a parent/guardian is required. The decision on whether to accept the late assessment item lies with the HOD in consultation with the sub school Principal.</p> <p>Where a medical certificate or parent/guardian contact has been provided the student negotiates new exam time with teacher/HOD.</p> <p>Where no medical certificate or parental contact has been provided the student sits the exam on the first day returned to class.</p>
No assignment submitted on the due date	Year 12	<p>If a Year 12 student is absent on the due date for an assignment, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assignment – but must document the reasons on OneSchool and consult QCAA policy.</p> <p>If no medical certificate and no assignment is presented the student completes the assignment in class on their first day of return to school.</p>
	Years 5 - 9	<p>If a Year 5 - 9 student is absent on the due date for an assignment, a medical certificate or contact from home (parent phone call/letter) is required. The decision on whether to accept the late assignment lies with the HOD in consultation with the sub-school Principal.</p> <p>If no medical certificate or parent/guardian contact and no assignment is presented the student completes the assignment in class on their first day of return to school.</p>
Student states assignment is completed but left at home	Years 5 – 9, 12	<p>If it is necessary that an assignment has to be handed in at Student Services, it must be submitted no later than 3.00pm and logged into the assignment register at this counter. If the assignment is not received by this time then it will be considered as per 'no assignment handed in on the due date'.</p>
Missed oral performance / other practical assessment	Year 12	<p>If a Year 12 student is absent for a scheduled oral/practical assessment item, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assessment item – but must document the reasons on OneSchool and consult QCAA policy.</p> <p>Where a medical certificate has been provided the student negotiates new presentation time with teacher/HOD.</p> <p>Where no medical certificate or parental contact has been provided the student presents the item on the first day returned to class.</p>
	Years 5 - 9	<p>If a Year 5 - 9 student is absent for a scheduled oral/practical assessment item, a medical certificate or contact from a parent/guardian is required. The decision on whether to accept the late assessment item lies with the HOD in consultation with the sub school Principal.</p> <p>Where a medical certificate or parent/guardian contact has been provided the student negotiates a new presentation time with teacher/HOD.</p> <p>Where no medical certificate or parental contact has been provided the student presents the item on the first day returned to class.</p>

Block Exams

Kelvin Grove State College runs a 'no variation to routine' period for ten school days before each end-of-semester block exam period. This is to allow students maximum time with the teacher before exams. Block exam periods will occur at the end of each semester for Year 12. A short block exam period will also be held mid semester for Year 12.

It is the student's responsibility to:

- Check exam timetables carefully and summarise the relevant information including the venue.
- Arrive at the exam sessions on time.
- Wear full school uniform to and from the exam.
- Bring necessary equipment for the exam e.g. calculator.
- Only attend sessions when an exam is scheduled, arriving just before the exam time and leaving the school as soon as possible after the exam.

Absence from block exams is acceptable for reasons of illness or compassionate grounds only. Students who are absent for a block exam through illness must:

- Contact the school (your teacher or the appropriate Head of Department) on **the day of the absence** to advise of the absence.
- Make arrangements with the Head of Department/teacher in that subject for an alternative time to sit the exam.
- Provide a medical certificate explaining the illness.

Students wishing to have any other reason for missing a block exam approved must apply in writing to the relevant sub school Principal, preferably before the absence.

Deferred Examination or Extension of Time to Complete a Set Task

- A student may apply to sit for a deferred examination or request an extension of time if, for medical or compassionate reasons or in other circumstances beyond the student's control, he or she were unable to sit for the examination, or complete the assessment.
- An "Application for Special Consideration for Assessment" (available from Student Services), including documentation must be made to the Head of Department as soon as practicable and not later than one week after the due date.
- A deferred examination may be refused at the sub school Principal's discretion.
- Normally, deferred examinations are not granted to candidates who misread examination timetables.

Special Consideration of Factors Affecting Performance

- Candidates who consider that their performance in an examination or other assessment task was adversely affected by illness, disability, bereavement, or other exceptional circumstances beyond their control, may apply to the relevant sub school Principal through the Guidance Officer for special consideration.
- An "Application for Special Consideration for Assessment", including the documentation (eg medical certificate) must be lodged as soon as practicable and **not later than one week after the due date**.