SHAILER PARK STATE HIGH SCHOOL

JUNIOR SECONDARY ASSESSMENT POLICY
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It is required that students enrolled in Year 8 and 9 subjects at Shailer Park State High School satisfy the course requirements in each subject including the completion of all assessment tasks on or by the due date.

ASSESSMENT

Teachers will provide students with:

(a) Task sheets
(b) Criteria sheets
(c) Opportunities for feedback and monitoring of assignments where appropriate.

At least half of the time required to complete an assignment will be in class time.

All assessment must be submitted on or before the due date.

Assignments

Assignments will be monitored on at least two (2) occasions. The second monitoring will occur at least one (1) week before the due date with evidence of significant progress on the assignment. If sufficient progress is not evident at the second monitoring, the HOD (Head of Department) and parents/carers must be informed. Communication will be by either letter, e-mail or phone (if a phone call is made teachers should keep a record of that call).

Assignments must be presented by the due date whether completed or not. This will coincide with a scheduled lesson where the assignment will be handed to the teacher and the teacher will record the receipt of the assignment. Students who fail to submit their completed assignments on the due date will hand in completed work to date at the start of the lesson.

Assignments are graded on the work submitted or seen by the teacher by the due date:

• If insufficient work is presented (and parents have been notified following the monitoring process), work will be graded based on work that has been completed in class or presented at draft stage.
- If a student has not attended any classes and no work has been evident a “no result” will be awarded. This process has to be substantiated with documented evidence of contact with parents (One School recorded).
- A completed assignment must still be submitted to meet course requirements.

Students will have a final opportunity to meet the course requirements for the subject through the following process:

1. Parents will be notified that through failure to submit an assessment item the student has not provided sufficient evidence to meet course requirements.
2. Students will be given three (3) school days to complete and submit the work.
3. If, after the three days, students have still not submitted the work required, they will be removed from normal lessons and placed with the HOD until the assessment item is completed and submitted.
4. Where there are extenuating circumstances that preclude a student from submitting the assignment by the due date, the student should seek an extension as outlined later in this document.

**Absence on Assignment Due Date**

Students who are absent on the due date of an assignment are responsible for ensuring the assignment is handed in at the school office by 3:00 pm on the due date. Assignments may be delivered by parents, responsible friends, taxi or courier. If students know of an absence in advance, they should hand in the assignment to their teacher prior to the due date. If an extension has been authorised by the Head of Department, the medical certificate or other documentary evidence should be submitted when the student returns to school.

**Tests**

Tests will be conducted on predetermined dates as per the assessment calendar.

Students who do not provide sufficient information on a test to meet the criteria for a Very Limited Achievement will receive **No Result** for that item of assessment.
Teachers should notify parents if students are doing insufficient work in preparation for the test and are consequently at risk of receiving **No Result**.

**Absence on the day of a test**

Students who are absent on the day that a test is being held must have a medical certificate/parental note or approved extension. The test must be completed by the approved date (usually the first day back at school).

**STEP 1** Telephone the school (3451 2777) to advise of non-attendance.

**STEP 2** Present a medical certificate or detailed note from parents detailing the reason assessment was missed to the teacher or Head of Department. This must be done on the first day the student returns to school.

**STEP 3** Complete the examination at the time determined by the teacher. Where possible this should be the first day back at school.

**Failure to follow these procedures (or if the student is unable to provide sufficient evidence for the absence) will result in the student being awarded a “no result” for that item of assessment.**

**Extensions**

Where possible, students should see the relevant Head of Department or Subject Area Coordinator before the due date of an assignment or test date to apply for an extension. Extensions will only be granted by the **Head of Department** if, in the opinion of the Head of Department, sufficient reason exists, and, in the case of assignments, where monitoring requirements have been met.
APPLICATION FOR EXTENSION

Date:______________________________

Application for:

☐  Modified Exam Date ________________________________

☐  Assignment Extension______________________________

Student Name:_____________________________________________

Subject:__________________________________________________

Teacher:_________________________________________ Class:____________________

Original Due Date for Assessment:_______________________________

Reason for application_________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Student signature____________________________________________________

Documentary Evidence Attached

☐  Medical Certificate

☐  Other – please specify (e.g. parent note)____________________________________

Outcome:

New Due Date:______________________________________________________

Comment:________________________________________________________________

___________________________________________________________________________

Teacher signature_________________________ Approved:___________________________

HOD signature:___________________________ Date______________________________
Special Provision.

1. From time to time the school will need to make fair and reasonable decisions about the assessment of students who, for example, do not submit an assignment on time, or who do not attend an examination.

2. Special Provision should in no way affect standards. The assessment criteria and the marking of these should be applied in the same way to all students.

3. There are times in students’ lives when they cannot perform to their full potential. There are two options the school can use so as not to disadvantage these students.

   - Vary the requirements of the assessment task: way in which it is delivered, alternative task, timing, etc.

   - Ignore the task only if the criteria are covered in other assessment pieces.

4. We cannot however give students credit when they have not demonstrated the criteria.

5. Students who are seeking special provision should initially make an application to the Guidance Officer.

6. When a student has been given special provision, teachers should meet with the student to discuss how the student will demonstrate the criteria. As many of these students are suffering some form of trauma it is appropriate for the teacher to initiate that discussion.
APPLICATION FOR SPECIAL PROVISION

Special Provision is only applied after written notification is received from the Guidance Officer. The written advice should be attached to this form.

Date: ______________________

Student Name: ____________________________________ Subject: _______________________

Teacher: ________________________________________ Class: _________________________

How Special Provision will be applied (see Point 5 over): ____________________________________

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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__________________________________________________________________________________

Student signature: __________________________________________________________________

Teacher signature: ______________________ HOD signature: __________________________

Date: _________________________