SHAILER PARK STATE HIGH SCHOOL

SENIOR ASSESSMENT POLICY
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It is required that students enrolled in Year 10, 11 and 12 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 if the student is in year 10 or year 11 or on one occasion if the student is in Year 12. 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.** For some students this may mean they become OP ineligible or do not have the necessary prerequisite subjects for Tertiary Entrance.

2. Students will be given five school days to complete and submit the work.

3. If, after the five days, students have still not submitted the work required, they will be removed from all classes until the assessment item is completed and submitted.

4. If, after a further 2 days, the assessment is still not completed, the student will be required to attend a meeting with the administration to show cause why his/her enrolment should not be cancelled. The administration will consider at this time if the refusal to do the work is wilful and deliberate disobedience and as such grounds for suspension until the enrolment cancellation interview is conducted.

5. 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 4pm 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**

A week will be set aside at the end of each semester for students to complete tests. There will be no classes taught in that week. Students in years 11 and 12, with parental permission, will not be required to attend school unless they have a test. Tests may be conducted at other times during the semester and an assessment calendar will be provided to students by the end of the third week of each semester.

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. For some students this may mean they become OP ineligible or do not have the necessary prerequisite subjects for Tertiary Entrance.

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 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 who will present
the circumstances to the Deputy Principal for a decision. 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. For some students this may mean they become OP ineligible or do not
have the necessary prerequisite subjects for Tertiary Entrance.

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
HOD/SAC, sufficient reason exists, and, in the case of assignments, where monitoring
requirements have been met. The Head of Department will advise the Head of Senior
School of the application and the decision.

A copy of the Application for Extension form is displayed on the following page.

Cancellation of Enrolment
The grounds for cancelling the enrolment at a state educational institution of a student who
is more than the age of compulsory attendance are;

(a) the student’s behaviour amounts to a refusal to participate in the program of
    instruction provided at the institution. (Education General s Act)
(b) non attendance or failure to complete assessment
Plagiarism

Plagiarism is cheating and includes:

- copying another student's work in whole or in part and submitting it for comment or credit
- allowing a student to copy an assignment of another student either in whole or in part
- failing to acknowledge sources, ideas, designs or other material that may be regarded as the intellectual property of another person or organisation
- failing to acknowledge sources that although they may be in the public domain, are used to support the integrity of an assignment for which credit or comment is sought
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. Fairness to all students and the integrity of results reported on Senior Certificates require that no student be exempted from meeting any of the substantive requirements of the syllabus, for any reason. The substantive requirement of the syllabus is to demonstrate standards of criteria.

2. From time to time schools 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.

3. Special Provision should in no way affect standards. The syllabus criteria and standards should be applied in the same way to all students.

4. The marking of all students’ work should be done on the same basis.

5. 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. This particularly can be used where there is an anomaly in a student’s results.

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

7. When Administration gives students special provision, teachers should meet with the student to discuss how students 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.

An example of an Application for Special Provision is displayed on the following page.
APPLICATION FOR SPECIAL PROVISION

Special Provision is only applied after written notification is received from Administration.
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):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student signature: _____________________________________________________________

Teacher signature: ________________________ HOD signature: _________________________

Date: _________________________

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