



## Assessment Policy Snapshot



### What's in the new policy?

- Roles, responsibilities, processes and procedures for all student, staff and parent / carers to follow in relation to the new QCE are detailed in the full policy;
- Our policy has been developed in line with new QCE which ensures academic integrity across Queensland, and therefore a fair and equitable system for all;
- It is based on the QCAA QCE Policy and Procedures Handbook v 1.2;
- You can find the full version on CSHS Website under [Policies and Procedures](#)



### Student responsibilities

- Complete all assessment in Unit 1,2, 3 & 4 to the best of your ability.
- Submit assessment; ensuring that it is your own, and not copied from other sources.
- ALL assignments will be submitted to TURN IT IN.
- Adhere to checkpoints and due dates.
- Attend all examinations as per scheduled due dates.
- Adhere to the Assessment Policy including following all procedures.



### What happens if...?

You miss an assessment because of a SCHOOL APPROVED ABSENCE (Section 1.33)		YOU Must apply in advance (two weeks), and submit assessment BEFORE departure.
You are sick or there is some other emergency: Illness and Misadventure (Section 2.6)		YOU must provide supporting documentation on the DAY of DUE DATE. YOU must submit an application for Illness / Misadventure to the HOD.
You do not meet school checkpoint/deadline dates.		School managed in line with the Responsible Behaviour and Wellbeing plan
You do not submit one internal assessment.		
You do not attend a scheduled IA examination		Not rated for the COMPLETE SUBJECT (Unit 3 & 4 removal of credit)
You do not attend an external examination		



### Things which are NEVER exempt

- Matters that student could have avoided; e.g. Misreading the timetable;
- Matters of students or parent / carers choice; e.g. family holiday;
- Any absence from school that has not been approved by the school;
- unfamiliarity with the English language
- Teacher absence or teacher related issues.



## What is an AARA?

Access Arrangements and Reasonable Adjustments are:

- alterations made to assessments or assessment conditions to compensate for disability or medical conditions to ensure fairness;
- used to be called 'special provisions'.

The system has changed to make assessment as equitable as possible



## Are there different types?

Four broad application categories:

- Cognitive
- Physical
- Sensory
- Social/emotional

These barriers may be:

- Permanent
- Temporary
- Intermittent

To assist a student with these barriers, strategies which may be put in place include:

- Rest Breaks
- Assistance with assessment
- Computer
- Drinks
- Extra time
- Scribe
- Varied Seating
- Extensions



## What do you need for an AARA to be approved?

AARAs must be supported by documentation and there are strict rules around the nature of documentation.

- **Medical Report (Years 11 & 12):** QCAA medical report must be completed by a GP, Medical Specialist or Psychologist and who is not related to the student. The medical report may be completed on the QCAA's medical report template (or alternative as determined by medical practitioner) as available on the school website.
- **Student Statement (optional):** A statement by the student about how their disability, impairment and/or medical condition affects them in assessment. Not doing the statement does NOT disadvantage an AARA application. The student statement must be completed on the QCAA's template as available on the school website.
- **Evidence of Verified Disability:** When a student has been verified as part of the Education Adjustment Program (EAP) or an equivalent process, the formal notification of EAP may substitute for a medical report. However, in cases where verification has expired, an updated medical report is required.
- There are also requirements to meet regarding long or short term injuries or conditions.
- Guidance Officers are the first point of call to discuss AARAs



## Help

Cairns State High School (Policies): <https://cairnsshs.eq.edu.au/our-school/rules-and-policies>

QCAA (AARA): <https://www.qcaa.qld.edu.au/senior/assessment/aara>