

Cairns State High School



Assessment Policy for Years 10, 11 and 12

This policy has been developed to inform students, parents/caregivers, and teachers of the key principles and assessment requirements at Cairns State High School.

The aim is to maximize the opportunity for students to demonstrate what they know and can do. The process is designed to ensure fairness to all students carrying out assessment tasks.

The policy applies to students in years 10, 11 & 12.

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Endorsed by Cairns State High School Council

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Assessment Policy for Years 10, 11 and 12

A. Aim

This policy outlines the procedures for submission of work and completion of all assessment items (including exams) in Years 10, 11 and 12.

B. Background Principles

It is mandatory at Cairns State High School, that students complete and submit sufficient assessment items to be eligible for credit of any semester unit for each subject being studied (as determined by HOD).

Completion of assessment items (both formative and summative) means that students must do all the work as set out in the work program for a subject.

The quantity of work submitted must indicate every attempt has been made by the students to satisfy the specific assessment criteria and thereby meet course requirements.

Subsequent results will form part of the student's assessment for the subjects and semester units being studied leading to overall levels of achievement being awarded for certification.

C. Assessment Schedule

All due dates for assessment items will be communicated to students and parents at the beginning of each semester via the assessment schedule.

Students will be informed of updates on a term basis.

D. Failure to Comply

Students are required to complete and submit all assessment items as prescribed by the respective work program. Students who have not submitted by the due date, will be required to submit / complete the particular assessment item within a timeline set by the HOD if a draft has not been submitted (usually two weeks).

Students who fail to comply with this process and / or fail to submit work or not turn up for assessment items, will not be rated for the particular assessment item. This will be recorded as a NS (Non submission by due date) on the student profile.

A student who repeatedly fails to submit assessment for a subject could be deemed not to have met "substantial requirements of the course" as per the Education Act 2002, section 42, and, as a result, could be removed from the subject. This subject would then not appear on the student's Queensland Certificate of Education (Q.C.E.) and the student could become in-eligible for an Overall Position (O.P.) or a Q.C.E.

Year 11 and 12 students who fail to submit assessment on three occasions will be required to Show Cause as to why their enrolment at Cairns State High School should continue.

E. Attendance at Exams

Students must attend all tests and exams at the scheduled time. Failure to attend scheduled lessons, failure to attend or cover significant aspects of the curriculum program and failure to complete a significant proportion of assessment, may lead to the cancellation of the unit of credit for the semester of the subject concerned. This is in accordance with Queensland Studies Authority guidelines. The application of this provision is at the discretion of the principal.

In years 11 and 12, this may mean the loss of a unit of credit towards a Queensland Certificate of Education and or one unit of credit towards the calculation of a student's Overall Position (O.P.) score for tertiary entrance.

In year 10, this may lead to the student not being able to receive a rating for the semester for the subject or program in question.

F. Submission of Assignments

a. For Students in Year 10

Written assignments are to be placed in the collection area designated for each faculty by 3.30 pm. Written assignments are deemed late after 3.30 pm on the due date.

b. For Students in Years 11 & 12 - Submission of written assignments will be to text book hire

1. When a written assignment is set, the class teacher (or HOD) is responsible for providing a copy of the Assessment Task Sheet to Textbook hire and notifying them of the classes involved. Text book hire will print off class lists from OneSchool.
2. The Assignment Task Sheet and the respective class list will be placed in a separate file for each teacher and filed in the Assessment Filing Cabinet in the Text Book Hire room.
3. Students are able to submit written assignments between 8.00am and 3.30pm (prior to or on the due date). Students are not permitted to use class time to submit assignments.
4. If a student is absent on the day an assignment is due, a medical certificate is required. It is unacceptable for students to 'take days' off to complete assessment.
5. On submission a student will sign the class list to verify that the assignment has been submitted (A parent or other student is able to sign when presenting an assignment for another student if he / she is unable to do so on the due date.). Where the student is unable to personally submit the assignment, another party is able to sign on their behalf if presenting the assignment.
6. Electronic submissions may be made using assignments@cairnsshs.eq.edu.au. An email reply is sent advising students of successful lodgement and that the student needs to provide a Task Sheet to their teacher.
7. The Text Book Hire Room staff will date stamp the student's written assignment and place in the appropriate folder.
8. Teachers are able to collect written assignments directly from these folders after 3.30 pm on the due date.
9. Teachers should refer to [Non-Completion of Assessment](#) section for procedure in responding to non-submission of assignments.

G. Selective Updating Of Student Assessment

Students in year 11 and 12 at Cairns State High School are able to selectively update their assessment subject to the conditions listed below. Selective updating allows the submission of a new task which may be of a similar nature and completed under similar conditions.

An application (available from the respective Head of Department - [Application For Selective Updating Of An Assessment Item](#)) to selectively update a summative

assessment item must be submitted to the teacher within two weeks after the results for the assessment item are given to the class.

1. If a student chooses to selectively update an assessment item, the selectively updated result will be the “latest” and hence will replace the previous result in the student portfolio (even if the result is lower than the previous result).
2. A student may apply to selectively update a given assessment item only ONCE.
3. An application to selectively update may only be granted following:
 - Consultation between the student, teacher and Head of Department
 - Examination of the student portfolio and student profile
 - Consideration by HOD and Teacher of the reasons given by the student on the Application for Selective updating and if appropriate criteria for selective updating are met.
 - A student will only be given the opportunity to selectively update an assessment item if application to classwork and homework/study during the learning phase of work, which was being assessed, was satisfactory and the assessment item was genuinely prepared for and attempted.
 - A student will only be given the opportunity to selectively update an assessment item if he/she can demonstrate that he/she has taken steps to master the material to be assessed to a significantly higher level than was demonstrated on the original assessment.
4. Selective updating of assessment items does NOT apply if a student is absent at the time of assessment or does not submit an assessment item by the due date.
5. A student may appeal to the Principal if their application for selective updating is not approved and they consider that they have satisfied the required criteria.
6. If an application for selective updating is approved, the class teacher and student(s) will negotiate a suitable time. It is recommended that selective updating should occur in the student’s own time (not class time).

H. Special Consideration

Special consideration is the granting of exemption to or the provision of special arrangements for students with special needs. Schools are responsible for the procedures for Special Consideration for:

- the awarding of levels of achievement
- the deciding of Subject Achievement Indicators (SAIs)

Students who may be eligible for special consideration are to be referred to the Guidance Officer. The [Special Consideration Details Application Form](#) will then be completed and, if approved by the relevant Year Level Administrator, will be copied to all relevant Heads of Department and Teachers.

I. Non-Attendance at Exams

a. Inability to attend an exam

Illness

If a student is ill and / or cannot attend a test or exam the following procedure must be followed:

- The school must be notified before the scheduled test/exam.
- On return to the school the student is responsible for reporting to the Head of Department teacher to make alternate arrangements to sit for the test/exam.

- Proof of illness, (a Medical Certificate) must be produced on the student's return to school. This is to be handed in at Student Services – they will notify Head of Department/Teachers.
1. Prior Knowledge of absence

Students who know, prior to the respective date that they will be absent for a scheduled test must apply for a Variation to Assessment Due Date - [Variation To Assessment Due Date Request](#). If approved the student will be allowed to sit the same paper or a similar paper as negotiated with the Head of Department/Deputy Principal (in case of Block Exams).

b. Failure to attend school because of extended holidays, vacations or non-attendance at school during a gazetted school term.

- (i) Compulsory School-Age Children (under 16 years of age):

Under the Queensland Education (General Provisions) Act 2006, Ch 9 Compulsory Schooling: Division 1 Parents' obligations – 176 Obligation of each parent:

- (1) 'Each parent of a child who is of compulsory school age must –
 - (a) Ensure that the child is enrolledat a school
 - (b) Ensure that the child attends theschool, on every day, for the educational program in which the child is enrolled.

unless the parent has a **reasonable excuse**.

- (2) Without limiting subsection (1), it is a reasonable excuse for the parent (the relevant parent) that:
 - (a) The child lives with another parent and the relevant parent believes, on reasonable grounds, that the other parent is complying with subsection (1); or
 - (b) In all the circumstances, the relevant parent is nor reasonably able to control the child's behaviour to the extent necessary to comply with subsection (1).'

- (ii) Non-Compulsory School-Age Children (over 16 years of age):

Students who are of post-compulsory age (i.e., 16 years or older) may have cancellation of enrolment processes applied to them if they fail to attend school on a regular basis, fail to complete assessment, classwork, homework or other requirements. This is for any reason not deemed to be covered by the 'special consideration' process or deemed to be 'exceptional circumstances' or a 'reasonable excuse', as determined by the principal.

Exceptional circumstances

- (1) Exceptional circumstances surrounding extended absences will be considered by the Principal.
- (2) Long-term illness of self or a family member supported by a medical certificate, bereavement, family breakdown, essential sporting/cultural commitments and the observance of religious events, will normally be considered to be 'exceptional circumstances' or a 'reasonable excuse'. This will be considered by the principal and will remain their decision. The student may be entitled to 'Special Consideration'. (See section 'H' – Special Consideration.)
- (3) Extended holidays or vacations during gazetted school terms will not be considered to be 'exceptional circumstances' to not attend school.

c. Failure to attend an exam in Block Exam Time

If students fail to attend scheduled exams/tests and do not comply with the conditions outlined above:

- Parents/guardians will be notified by phone call by Student Services.
- Students may need to respond to a Show Cause letter depending on previous instances of Non-Submission.

- Students will be required to complete the exam/s on the first day of return to school.

d. Cheating

If cheating/disruptive behaviour is suspected during exams, the supervising teacher will sign the student script and collect that part of the exam that has been completed. The student is then to continue with the exam.

The supervising teacher will write a report for the relevant Head of Department to make a decision regarding the results for the exam. A copy of the report is to be sent to the relevant Year Level Administrator as soon as possible for actioning.

J. Submission of Assignments

a. Absence on Due Date of Assignments

Students who know they will be absent on the day an assessment item is due for submission must arrange for the item to be submitted before the listed due date or delivered to the school on that date.

b. Assignment extensions – requested by Students

There are only 2 grounds for an application for extension by students:

1. Illness

A medical certificate is mandatory for year 11 & 12 students

2. Extenuating circumstances:

- Bereavement, family breakdown etc.
- Essential sporting/cultural commitments/observance of special religious events
- Long-term illness of self or family member

How to apply for assignment extensions

To apply for assignment extensions students should follow the following steps:

1. Obtain [Request For Assignment Extension](#) form from the relevant Head of Department as early as possible prior to the due date. (This form will need to be attached to assignment on submission).
2. Complete and return to Head of Department
3. Head of Department will consult with relevant class teacher.
4. Approval or non-approval granted and student given copy of form.
5. Head of Department forwards a copy of form for filing with Student Profile.

If a delicate family matter or personal circumstances applies, the application can be lodged directly with the Guidance Officer, Community Education Counsellor, the Year Level Administrator or the Principal who will consult with the relevant Head of Department. Extensions will be considered on a case by case basis. **NO EXTENSION WILL BE APPROVED ON OR AFTER THE DUE DATE.**

c. Assignment extensions – requested by students

d. The Teacher is to:

1. Consult with Head of Department outlining reasons.
2. Head of Department/class teacher to advise whole class/year level of extension date.

3. Advise Management Team of new date with explanation for extension.
4. Head of Department to update Assessment Database.

e. Unforeseen Inability to submit on Due Date of assignment

If a situation occurs suddenly that results in the student being unable to submit an assignment then a proforma - Variation to Assessment on Due Date (obtain from respective Head of Department or Year Level Administrator) should be completed on the day.

Verification of the circumstances that have caused the student to not be able to submit is required so that application for special consideration can be made to the respective Head of Department or Year Level Administrator. Such circumstances might include:

1. Sudden, unpredictable illness/injury requiring medical attention
2. Family bereavements
3. Delicate family or personal circumstances
4. Printer, computer or other malfunction – contact the respective Teacher/Head of Department and make arrangements. Each case to be treated on merit.

Applications must be made on the day the assessment is due (not after) to the respective Head of Department/Class Teacher.

K. Monitoring of Drafts and Notification Of Assignment Completion Process

The process is to ensure that students and parents/guardians will be aware of the reasons for grades of “NS” and “NR”. Teachers are required to monitor, record and report student progress through the assignment drafting and completion process.

a. Monitoring of Drafts

1. There must be a “Draft Due Date” set a minimum of 7 days before “Due Date” of assignment.
2. Class teacher monitors class progress in class.
3. When the draft is due students must hand two copies (one of which can be electronic) of their written assignment to the teacher who will keep a record of submission.
4. One copy of the draft with feedback is to be returned to the student and the other copy kept by the teacher in case a final assignment is not submitted. In the event of this occurring, the teacher will mark the draft copy and grade it as the final assessment piece. Exceptions to this point include electronic submissions, practical work, performance, workbooks, etc.
5. In reference to the draft submitted teachers are to provide at least one set of feedback referring to the assessment task sheet and criteria. Teachers will only
6. indicate where attention is required. Students should take responsibility for their own proof-reading and editing.
7. If no draft work is submitted, student attends Teacher supervised detentions. Detentions continue until a draft of a suitable standard is submitted.
8. Teacher generates Monitoring Notification of Student Not Working to Timeline Letter from Student Behaviour Management Database (Head of Department and teacher to sign). This letter is the initial contact to inform home that the assessment is AT RISK

9. of not being completed and the student is risking a “NT” (Not handed in on Time) or a “ND” (Not Done) and continued enrolment at Cairns State High School by not completing the piece on time.
10. Monitoring letter sent home.
11. If a student does not attend detention, Teacher refers student to HOD until a draft is submitted.
12. HOD refers student to Year Level Administrator if detentions are not attended and or assignment is not submitted.
13. Assessment completed following all processes including special consideration.
14. No further action required.

b. Non-Completion of Assessment

1. After due date, if no work is submitted, students will have an “NS” recorded as the result for the item on their profile if no draft has been submitted.
2. Teacher will generate [Notification Of Student Failing To Complete Assessment By Due Date Letter](#) (HOD and Principal or Year Level Administrator to sign). This letter is to inform home that
3. Assessment HAS NOT been completed.
4. If a draft was submitted this work will be used to grade the assessment piece for the student.
5. If a draft has not been submitted the student is still required to complete the assignment to complete the course requirements.
6. It also informs senior students that they may be risking their OP eligibility and enrolment, and they will not receive credit for the semester unit on their QCE.
7. [Notification Of Student Failing To Complete Assessment By Due Date Letter](#) sent home.
8. If HOD has previously failed to have student submit a draft through detentions, the HOD will need to determine a suitable timeframe for completion of assessment. (eg two weeks after letter).

c. Semester Loss of Credit (Semesters 1, 2 and 3)

1. Head of Department generates [Notification of Loss of Semester Credit Letter](#) for Year 11 and 12 students who have still failed to complete assessment even with the second letter being sent. (Principal and HOD to sign). This letter is to inform home that a student HAS lost credit for a semester unit due to failing to complete course requirements and this may have affected their OP eligibility. The letter also indicates that they will not receive credit for the unit on their QCE. Letter is sent 2 weeks into the next semester (Sem 1,2,3) and when possible Sem 4.
2. Head of Department updates department records to show “NR”.
3. Head of Department notifies the school of QSA Data Capture Operator when a student loses OR gains credit for completing a semester unit of a subject.
4. QSA Data Capture Operator notifies the Principal when a student makes himself/herself OP ineligible.

L. Academic Honesty

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills.

All students must understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property.

a. Intellectual Property

There are many different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. Students must be aware that forms of intellectual and creative expression (literature, art or music) must be respected and are normally protected by national and international copyright law..

b. Authenticity

An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged.

Therefore all assignments, written or oral, completed by a student for assessment must wholly and authentically use that student's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

c. Plagiarism

Plagiarism is defined as the representation of the ideas or work of another person as the student's own.

When using the words of another person the source of the quotation (or paraphrased text) must be clearly identified along with the quotation and not reside in the bibliography alone.

It is the responsibility of the student to prove authorship of all submitted assessment tasks. Students unable to prove authorship may face a penalty and disciplinary action. No result will be recorded for the plagiarised piece / section.

M. Malpractice

Malpractice is defined as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in an assessment task.

Malpractice includes:

- plagiarism: the representation of the ideas or work of another person as the candidate's own
- collusion: supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- duplication of work: the presentation of the same work for different assessment components
- any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorised material into an examination room, misconduct during an examination, falsifying records).

The following examples of malpractice do not constitute an exhaustive list and refer mainly to written examinations:

- taking unauthorised material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination

- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
- copying the work of another student
- failing to comply with the instructions of the supervisor
- impersonating another student
- stealing examination papers
- using an unauthorised calculator during an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
- fabricating data for an assignment.

N. Forms

a. Variation To Assessment Due Date Request

Available from HODS

Part A: To Be Completed By The Student And Parent/Guardian

Student Name:

Form Class:

Subject:.....

Teacher:

My assessment was due on:

The reason my assessment was not handed in on time: (attach a Medical Certificate if relevant)

.....

.....

I am able to hand my assessment in on: DAY: DATE:

Student's Signature: Parent/Guardian's Signature..... Date: .../.../.....

Part B: Recommended Action By Classroom Teacher

.....

.....

.....

Teacher's Signature:..... Date: .../.../.....

Part C: Outcome

.....

.....

.....

Head of Department Signature:..... Date: .../.../.....

THE HEAD OF DEPARTMENT IS REQUESTED TO DISTRIBUTE 3 COPIES

(1)For Student/Parents (2)Teacher/Student File (3)HOD File

Part D: If Student/Parent/Guardian/Teacher Is Not Satisfied With The Outcome, An Appeal May Be Made To The Principal

Reasons for appeal

.....

.....

.....

Student's Signature: Parent/Guardian's Signature..... Date: .../.../.....

b. Variation To Assessment Due Date Request

Available from HODS

Part A: To Be Completed By The Student And Parent/Guardian

Student Name:.....

Form Class:.....

Subject:

Teacher:.....

My assessment was due on:

The reason my assessment was not handed in on time: (attach a Medical Certificate if relevant)

.....

.....

I am able to hand my assessment in on: DAY: DATE:

Student's Signature: Parent/Guardian's Signature..... Date: / /

Part B: Recommended Action By Classroom Teacher

.....

.....

.....

Teacher's Signature:..... Date: / /

Part C: Outcome

.....

.....

.....

Head of Department Signature:..... Date: / /

THE HEAD OF DEPARTMENT IS REQUESTED TO DISTRIBUTE 3 COPIES

- (1) For Student/Parents
- (2) Teacher/Student File
- (3) HOD File

Part D: If Student/Parent/Guardian/Teacher Is Not Satisfied With The Outcome, An Appeal May Be Made To The Principal

Reasons for appeal

.....

.....

.....

Student's Signature: Parent/Guardian's Signature..... Date: / /

c. Request For Assignment Extension

Available from HODs

Part A: To Be Completed By The Student

Student _____

Year _____

Department _____

Subject _____

Teacher _____

Assignment No. /Topic _____

Reason for Extension

Relevant documentation has been attached (e.g. medical certificate or parent/caregiver note)

Yes

No

Student's Signature: Parent/Caregiver Signature..... Date:/...../.....

Part B: Extension Approval - To Be Completed By Head Of Department

An extension has been approved

YES

NO

The extension has been granted until _____

Head of Department Signature:..... Date:/...../.....

NOTE THIS FORM MUST BE ATTACHED TO ASSIGNMENT WHEN IT IS SUBMITTED.

d. Application For Selective Updating Of An Assessment Item

Available from HODs

Section A: To be completed by Student		
Name:	Form:	Date:
Subject:	Teacher:	
Assessment Item:	Due Date:	
Reason for application (why was your original assessment unsatisfactory?)		
What action will you take to improve prior to reassessment to improve your achievement?		
Signature	Student	Date: ___ / ___ / ___
Signature	Parent / Caregiver	Date: ___ / ___ / ___
Section B: To be completed by Teacher		
Recommended		Not Recommended
Comment		
Teacher Signature		Date: ___ / ___ / ___
Section C: To be completed by Head of Department		
Approved		Not Approved
Comment		
Head of Department Signature		Date: ___ / ___ / ___

e. Special Consideration Details Application Form

Available from Guidance Officer

Date: _____

Student Name: _____

Form Class: _____

Subject	Teacher	Assessment

Details / Discussed with _____

Special Consideration Requested:

Recommended by: _____ Date: _____

Approved by: _____ Date: _____

Year Level Administrator

CC to all Heads of Department

f. Monitoring Notification of Student Not Working to Timeline Letter

«Date»

«Title»

«Address1»

«Address2»

Dear «Title»

Monitoring Notification of Student Not Working to Timeline

«Department»

Re: «Student_Name», <Form Class>

«Student_first_name» is not working consistently to complete the requirements of the following assessment for <Subject>:

Item Description:

Set Date:

Due Date:

We are concerned, because at the time of writing this letter, «Student_first_name» has failed to submit a draft as required by our assessment policy. At this time there is insufficient progress to indicate that the assessment would be completed successfully by the due date.

This letter is written as a matter of courtesy to inform you of what is occurring with «student» in this subject. «Student» will be given detentions until a draft of suitable standard has been submitted. We trust that parents, students and teachers working together may improve the situation.

If you would like further clarification on this matter, please phone the school (4050 3033) and ask to speak with the class teacher.

Yours sincerely,

Class Teacher

Head of Department

g. Notification Of Student Failing to Attend Scheduled Assessment

<Date>

«Title»

«Address1»

«Address2»

Dear «Title»

Notification Of Student Failing To Attend Scheduled Assessment

«Department»

Re: «Student_Name», <Form Class>

This letter is to inform you that «Student_first_name» has failed to attend an exam for this subject. Details of the exam are given below.

Subject:

Class:

Item Description:

Due Date:

«Student_first_name» failed to apply for a Variation to Assessment Due Date prior to the due date.

Under Cairns State High School's assessment policy, «Student_first_name» is required to complete the exam. The exam will be marked as normal and appropriate feedback will be given, however the mark recorded for the exam will be a rating of "NS" for non-submission by due date.

Non-completion of assessment / non-attendance at a scheduled assessment represents a failure to complete the course requirements and may result in a non-rating being given to the student in that subject for the semester unit.

For Year 11 and 12 students, this may jeopardise the number of semester units recorded on the QCE, OP eligibility and tertiary entrance; and may jeopardise continuation of enrolment at Cairns State High School.

It is important that students learn to manage their time, meet deadlines and attend exams.

Should you wish to discuss this matter further, please do not hesitate to contact the Head of Department, «HOD» on 4050 3033.

Yours sincerely,

Head of Department

Year Level Administrator

h. Notification Of Student Failing To Complete Assessment By Due Date Letter

«Date»

«Title»

«Address1»

«Address2»

Dear «Title»

Notification Of Student Failing To Complete Assessment By Due Date

«Department»

Re: «Student_Name», <Form Class>

This letter is to inform you that «Student_first_name» has failed to complete the assessment item as indicated below, <Item Description> for «subject» which was due on «Due_Date».

«Student_first_name» failed to apply for an extension, if required, prior to the due date.

Under CAIRNS STATE HIGH SCHOOL's assessment policy, «Student_first_name» draft will be marked as the completed assessment.

Non-completion of assessment represents a failure to complete the course requirements and may result in a non-rating being given to the student in that subject for the semester unit.

For Year 11 and 12 students, this may jeopardise the number of semester units recorded on the QCE, OP eligibility and tertiary entrance; and may jeopardise continuation of enrolment at Cairns State High School.

It is important that students learn to manage their time and meet deadlines.

Should you wish to discuss this matter further, please do not hesitate to contact the Head of Department <<HOD>> on 4050 3033.

Yours sincerely,

Head Of Department

Year Level Administrator

i. Notification of Loss of Semester Credit Letter

«Date»

«Title»

«Address1»

«Address2»

Dear «Title»

Notification of Loss of Semester Credit**Re: «Student_Name», <Form Class>**

Our records indicate that «Student_First_Name» has received a “No Rating” in «Subject» for Semester «No».

This has occurred because «Student_First_Name» failed to fulfil all course requirements.

Given this, your child may be ineligible to receive an Overall Position (OP) as they have lost credit for the semester of work for which a “No Rating” was received. They will also not receive credit for the unit of work on their QCE.

Please contact the school on 40 50 3033 if you wish to discuss this in more detail.

Yours sincerely

Principal

Head of Department

j. Assessment Task Cover Sheet



CAIRNS STATE HIGH SCHOOL

DEPARTMENT

Student Name:

Teacher:

Strand/Subject:

Year Level:

Assessment Product:

Date Distributed:	
Draft Due Date:	
Due Date:	
Submission Instructions:	

Level/Standard	
-----------------------	--

Date Received at Text Book Hire:

ASSESSMENT INFORMATION

Technique:

Refer to CSHS Assessment Database Technique Types

Length / Time Allowed:

Conditions:

Teacher Assisted / In Class / At Home / Supervised

