

Cairns State High School



Assessment Policy for Years 7, 8 and 9 students

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 7, 8 & 9.

Endorsed by Cairns State High School Council - March 2016

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A. Aim

This policy outlines the procedures for submission of work and completion of all assessment items (including exams) in Years 7, 8 and 9.

B. Background Principles

It is mandatory at Cairns State High School, that students complete and submit all assessment items each semester. (As determined by the relevant curriculum HOD).

Completion of assessment items (both formative and summative) means that students must do all the work as set out on the assessment task sheet for each 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 subject assessment requirements.

All results will form part of the student's final assessment for each subject being studied leading to overall levels of achievement being awarded on report cards.

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 and parents/carers will be informed of updates as required by teachers.

D. Failure to Comply

Students are required to complete and submit all assessment items as prescribed by the assessment schedule. 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.

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.

Year 7, 8 and 9 students who fail to submit assessment will be dealt with by teacher and parent/carers being notified. On the third occasion will be referred to subject HOD who will manage an assessment completion process which will include detentions.

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 student not being able to receive a rating for the semester for the subject or program in question.

F. Submission of Assignments

For Students in Years 7, 8 & 9

1. Students are to submit assignments as directed by the teacher (written assignments must be submitted between 8.00am and 3.30pm prior to or on the due date).
2. If a student is absent on the day an assignment is due, communication from the parent/carer or advice from school personnel is required. It is unacceptable for students to 'take days' off to complete assessment.
3. Students are required to add a footer with their name, class and teacher name.

G. Special Consideration

Students who qualify for special consideration need to do this in consultation with the teacher and/or Head of Department or Head of Special Education Services.

H. Non-Attendance at Exams

a. Inability to attend an exam

1. Illness

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

- On return the student must provide communication from the parent/carer or a medical certificate from a GP.
- On return to the school the student is responsible for reporting to the teacher to make alternate arrangements to sit for the test/exam.

2. 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.

b. 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 based on the *Responsible Behaviour Plan for Students* policy.

c. 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 the.....school, 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 not 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, cultural commitments and the observance of religious events, will normally be considered to be 'exceptional circumstances'. 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.

I. 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*

- On return the student must provide communication from the parent/carer or a medical certificate from a Medical Practitioner.

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 teacher
3. Head of Department and classroom teacher will consult
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, 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. 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.

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. 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 malfunctions – contact the respective 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.

J. 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, and 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.

K. 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.

L. 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)

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.....
.....

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

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

Part C: Outcome

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Head of Department Signature:.....

Date:/...../.....

THE HEAD OF DEPARTMENT IS REQUESTED TO DISTRIBUTE 3 COPIES

(1) For Students/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:

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

Date:

b. 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:.....

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.....

Relevant documentation has been attached (eg medical certificate or parent/caregiver note)

Yes

No

Student 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

valued
TRADITIONS



latest
INNOVATIONS