



## ASSESSMENT POLICY

This policy has been developed to ensure assessment procedures are enacted with consistency and fairness. Assessment is an integral part of a student's learning. It is used to:

- a) assist the student to identify strengths and correct deficits in his/her own learning;
- b) enable teachers to modify programs so that they better suit students' needs;
- c) provide teachers, parents and students with information about achievement and academic potential.

Underpinning the policy is our school motto, **Striving for Excellence**, with the expectation that every student be supported to commit to producing their best effort in every assessment opportunity and to develop good time management skills to enhance overall learning opportunities provided while at Mackay Northern Beaches SHS.

### Proactive Assessment Strategies:

#### Assessment Calendar:

All students will be given an assessment calendar detailing due dates for all subjects by Week 3 of each term. Exam timetables will be published at least 2 weeks prior to an exam block.

#### MNBSHS Use SAFE ASSIGN a Plagiarism Prevention Program:

MNBSHS students will submit their assessment via the *Safe Assign* system (where applicable, as stated on assessment cover page) as plagiarism is considered a serious violation of academic standards and a detriment to education. Our school places a high value on original thinking and intellectual property and the *Safe Assign* system is designed to assist students in developing these skills as well as providing vital feedback during assignment production. We will focus on building these principles in students as they apply not only in a school setting but also when students leave school and enter academic, professional and/or commercial settings. Any assignment requiring *Safe Assign* submission should also be printed and submitted to your teacher in hard copy.

#### Monitoring of Progress:

Students will be monitored and assisted to understand the requirements of assessment tasks as they undertake them, as part of a developmental step by step process. Teachers will indicate draft due dates where student progress will be evaluated.

#### Points of Intervention:

Where students fail to adequately meet the requirements / expectations of the draft due dates (despite assistance given), teachers will contact parents to inform them of the missed requirement by their child and to gain support in encouraging draft completion. Students may be required to complete drafting activities at lunch time or after school detentions (with notice to parents). Other members of school staff (Head of Department or Administration) may become involved to help avoid cases of eventual late and non-submission.

### Submitting Your Assignment:

Assignments MUST be submitted ON or PRIOR TO the DUE DATE at the time designated by your teacher.

Assignments are to be handed directly to your teacher or the office – Assignments will not be received by other staff in the staff centre.

Assignments which are handed in on or before the due date will be:

- Evaluated and commented upon
- Credited towards completion of the course
- Credited towards the student's level of achievement

**If a student does not hand in a completed assignment**, they must submit ALL work that has been completed on the assignment to date. The teacher will collect and gather evidence about student achievement and may use the following to substantiate the grade awarded:

- Class work
- Drafts
- Rehearsal notes
- Observations
- Photographs of student work



## ASSESSMENT POLICY

### Late and Non-submission of Assignment:

Evidence collected as part of the teaching, learning and assessment process **will be** used to make judgements when, for example, a student:

- Partially completes an assignment instrument
- Does not submit the assignment instrument by the due date
- Refuses to undertake an assignment instrument

When proactive measures have been exhausted on a number of occasions and a student has not submitted the assessment tasks:

Junior Secondary (Year 7 to 9)	Senior Secondary (Year 10 to 12)
<ul style="list-style-type: none"> <li>▪ The student must attend lunchtime detentions and/or afterschool detention to complete the task. During the detention students must work to complete and submit the assessment task. Parents are notified immediately.</li> <li>▪ If refusal occurs or the task is still incomplete, the student is referred to the Curriculum Head of Department, then Junior Secondary HOD and DP (if unsuccessful) who will implement additional strategies.</li> <li>▪ Students' eligibility for leadership positions and participation in extra-curricular events may be reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Same process as Junior Secondary students complimented with consultation between parents, teachers, guidance officers and/or other specialist staff to determine whether and why students are under achieving, disengaging or being wilfully disobedient.</li> <li>▪ Consideration will focus on whether the course has been adequately covered.</li> <li>▪ You may not receive semester credit for the subject which may affect the attainment of your QCE.</li> <li>▪ Blatant refusal to complete will see the cancellation of enrolment process commenced.</li> <li>▪ Students' eligibility for leadership positions and participation in extra-curricular events may be reviewed.</li> </ul>

### Student Absence:

<p>If a junior student is absent <b>on the day</b> the assignment is due or an exam scheduled:</p> <ul style="list-style-type: none"> <li>▪ A parent or caregiver <b>should</b> contact the administration personally on the day to explain the absence from the assessment. Alternatively, written explanation of the absence on the first day you return to school is acceptable in junior school.</li> <li>▪ If possible, assignments should be sent to school on the due date either by:               <ul style="list-style-type: none"> <li>▪ A family member or trusted friend,</li> <li>▪ Emailed to the teacher if they have their email address or <a href="mailto:assessment@macknorthbeachesshs.eq.edu.au">assessment@macknorthbeachesshs.eq.edu.au</a> and it will be forwarded to their teacher.</li> </ul> </li> </ul> <p>If an examination is missed, students must see the Head of Department by 8.30am of the day returning to reschedule the exam.</p> <p><b><i>If students know in advance that they will miss an exam, the parent or caregiver must contact the administration personally to explain the circumstances and to discuss special consideration arrangements (if applicable). In most cases the student will be permitted to sit the exam at a time negotiated between the student and the Head of Department.</i></b></p>	<p>If a senior student is absent <b>on the day</b> the assignment is due or an exam scheduled:</p> <ul style="list-style-type: none"> <li>▪ A parent or caregiver <b>MUST</b> contact Administration personally on the day to explain the absence from the assessment and a medical certificate must be handed to the office on the day of your return. The office will copy it for you to then take to your teachers if necessary.</li> <li>▪ If possible, assignments should be sent to school on the due date either by:               <ul style="list-style-type: none"> <li>▪ A family member or trusted friend,</li> <li>▪ Emailed to the teacher if they have their email address or <a href="mailto:assessment@macknorthbeachesshs.eq.edu.au">assessment@macknorthbeachesshs.eq.edu.au</a> and it will be forwarded to their teacher.</li> </ul> </li> <li>▪ On the day returning to school, students <b>MUST see their teacher before 8.30am</b> to submit the paper copy of the assessment if it has been emailed or not submitted yet, together with a copy of the medical certificate (original to office who will copy certificate for you).</li> <li>▪ If an examination is missed, the student <b>must</b> see the Head of Department <b>by 8.30am of the day of return</b> to reschedule the exam.</li> </ul>
---	---



## **ASSESSMENT POLICY**

	<p><i><b>If students know in advance that they will miss an exam, the parent or caregiver should contact the administration personally to explain the circumstances and to discuss special consideration arrangements (if applicable).</b></i></p> <p>Students not meeting the above requirements may be Not Rated (N/R) which may result in no credit being awarded for the semester unit in that subject.</p>
--	---

### **Special Consideration:**

There will be times when students will have valid reasons for submitting an assessment / sitting an exam other than on the due date (prolonged illness, representation at a sporting / cultural event). In these circumstances, students must complete a Special Consideration form **PRIOR to the due** date and have it signed by their parents. They are then required to negotiate a new due date with their classroom teacher before final approval is given by the Head of Department.

### **Academic Ethics:**

Consequences for a breach of academic ethics (eg. plagiarism, gaining unfair advantage, cheating, false pretences, fraud etc) will be dealt with seriously but also in a manner that identifies the reason for the behaviour (eg. Personal issues; not coping with subject difficulty; poor study habits; excess part-time work).

### ***Grading of assessment where there is a breach in Academic Ethics:***

Assessment will be graded on what work is deemed to be the student's own work at the time of submission. If it is a significant amount of the assessment that is not the student's own work, as determined by Curriculum HOD in consultation with the class teacher, the student will also be required to complete the assessment again. However the mark will be on what was submitted at the due date. Parents will be contacted and the incident entered into OneSchool.

If this is a second offence, additional consequences will be applied which may include a review of enrolment especially for Senior Students.

### **Technology:**

If students complete an assignment on a computer, they will need to keep clear evidence of hard copies or printed drafts to reasonably substantiate that they have completed the assignment in the event that the computer or USB crashes. Technology problems are **NOT** an excuse for late assessment.

*In all cases professional judgement,  
natural justice and common sense will be used in making decisions.  
The Principal has the final say at the school level with regards to the implementation of this policy.*