



Policy

Guideline/Procedure no:	
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General Assessment

Background

The College sets assessment tasks to make informed decisions about students' knowledge, skills and progress. Assessment tasks are compulsory. Dates for assessment tasks are entered on the Assessment Calendar, accessed via the student and parent portals. Absence from assessment tasks for any reason is not advised and could pose serious consequences for student achievement. Students are given every opportunity to complete their work on time, both in class and for homework. Students are expected to meet the requirements of the task.

DRAFTS (WORK IN PROGRESS)

To assist students in the preparation of assessment tasks, teachers generally require students to present drafts prior to the final submission. A draft is expected to be a **complete attempt at the task**, and incomplete attempts will limit students' opportunity for feedback. Drafts play a vital role, allowing for both teacher feedback and student self-reflection, organisation and improvement. It is the student's responsibility to submit drafts on time and failure to do so will result in an Overdue Draft notification and the opportunity for teacher feedback will be forfeited. In the event of final non-submission of the task, the draft may be used as evidence in the awarding of student grades (QCAA). Drafts may take various forms, and often there are several checkpoints throughout the assessment process to ensure students are maintaining focus and progress. Drafts may be provided in hard copy or via a digital submission (Canvas, email) depending on the specific task or teacher requirements.

PROCEDURE FOR THE SUBMISSION OF WRITTEN ASSIGNMENTS

All written assignments must be submitted:

- through Canvas Assignments for senior classes to allow processing through Turn-it-in and to the class teacher in hard copy or digital copy (via Canvas Assignments if applicable) at the beginning of the scheduled class on the due date or;
- electronically (via Canvas Assignments or email) to the class teacher by 9:00 am on the due date if absent from the College;
- with a medical certificate and completed extension form if an extension has been granted (see process for requests for extension).

NON-SUBMISSION OF WRITTEN ASSIGNMENTS

- If an assignment is not submitted on or by the due date, a student's draft or most recent check-point evidence will be marked, in alignment with QCAA Policy. Where there is no evidence of student work, a student may be marked as Not Rated (NR) in accordance with QCAA policy.
- If a student is absent on the due date, the assignment should be submitted electronically (via Canvas Assignments or email) by the 9:00 am deadline.

- Technology issues are **not an excuse** for extension or non-submission of assessment.
- Students with extenuating circumstances may apply for an extension (see process further in this document)

PRACTICAL ASSESSMENT

- All practical assessments must be completed on the due date.
- Students who are absent on the day of practical assessment are required to notify the College via a phone call or email from a parent/guardian by 9:00am on the date of assessment – for Year 11 and 12 students, absence from a practical assessment may incur a result of Not Rated (NR) which could impact overall results.
- Senior students should also present a medical certificate or provide written information to support other extenuating circumstances.
- Non-performance of the task will be awarded Not Rated (NR) according to QCAA policy for senior assessment.

REQUEST FOR EXTENSION

- Students may request an extension by completing the “Request for Extension” form (available on student portal, the college website and in all Canvas courses). Hard copies are available at the office.
- This written request must be submitted to the subject teacher **prior to the due date**. Evidence of work completed to date, as well as justification for the extension request are required to be provided. The final decision will be made by the Deputy Principal – Teaching & Learning in consultation with the Leader of Learning and subject teacher.
- Students will not be granted extensions for participation in extra-curricular activities. For students in Units 3 and 4, students may be granted an extension for Australian level sports representation.

STUDENT STORAGE OF SUBMITTED ASSESSMENT

All students should keep a digital record of all assessment in the appropriate subject-specific folder saved on OneDrive. The assessment should include a verifiable date of assessment completion.

QCAA POLICY ON STUDENT SUBMISSION AND NON-SUBMISSION OF STUDENT RESPONSES TO ASSESSMENT INSTRUMENTS

Schools in Queensland are regulated by assessment policies set by the Queensland Curriculum and Assessment Authority (QCAA). The full policy can be accessed by parents and students at:

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook>

Of particular relevance is the principle for late and non-submission of student responses:

- “In cases of non-submission of student responses to assessment instruments, standards are not awarded when there is no evidence.”
- “In cases of late submission of student responses to assessment instruments, judgements are based on evidence available on or before the due date.”

The assessment policy detailed above reflects these policies.

EXAMINATIONS

- Students in Year 11 and 12 are only required to attend school for scheduled examination when examinations are timetabled in a block.
- It is the student’s responsibility to know when and where exams are timetabled. The exam schedule will be uploaded onto the student and parent portal, for block exams. The college Assessment Calendar on the Parent and Student Portal is the main point of information regarding assessment dates and times.
- Students must attend school in full college uniform and be present on site at least 15 minutes prior to exam.
- Students who are ill and unable to attend at the designated time must phone the College and provide a

medical certificate upon return. If this is not practical a **statutory declaration** will suffice. They may be required to sit for an equivalent exam at a date to be arranged.

- Students who are absent for an exam in Units 3 and 4 must provide appropriate evidence (medical certificate indicating inability to complete assessment) for the absence. If this evidence is provided, students will be provided with a comparable task to complete.
- No student is permitted to complete an examination before the remainder of the cohort completes that assessment.

EXAMINATION PROCEDURE

- Students will line up outside the examination room in alphabetical order by surname.
- Students will be silent as they enter the room and during the exam time.
- Desks will be placed at a suitable distance from each other.
- Students will bring all necessary equipment in a clear plastic container.
- Spare items should be included in case of equipment failure as borrowing from others will not be permitted during the exam.
- All other equipment is to be placed at the front of the examination room.
- **Laptops, mobile phones and other electronic devices, including smart watches,** are not to be brought into the examination room.
- Students will remain in the room for the duration of the exam unless otherwise specified by the conditions of the exam.

PLAGIARISM – STUDENT RESPONSIBILITIES

Academic integrity requires each student to respect that the assessment tasks they undertake are a true representation of their own work and this work is attempted to the best of their ability. Students are encouraged to research the work of others, but in doing so, respect that it is the author's intellectual property. This must be acknowledged by citing and referencing the author's work when it has been incorporated into the assessment response. All senior students will be required to submit written work via Canvas Assignments, which checks all work through Turn-It-In.

PLAGIARISM AND CHEATING

If a student is found to have plagiarised work in an assignment/assessment task:

- class teacher will immediately notify the Leader of Learning and show proof and extent of plagiarism;
- if the Leader of Learning is satisfied plagiarism has occurred, the teacher will notify parents
- for Unit 3 and 4 work, an annotation will be made on the assessment task to identify plagiarised content

Only work that can be verified as the student's own work will be marked against criteria – this will be annotated by the teacher for Unit 3 and 4 work. Students are expected to be able to demonstrate their authorship of assessment by always keeping drafts to show the development of their work. Regular checkpoints throughout the assessment process will help with this. Students may also be asked clarifying questions by the class teacher or Leader of Learning to determine authorship of assessment. Work that is determined to be AI generated will be treated as plagiarised work.

If work is plagiarised from another student with his or her knowledge, both sets of parents will be notified and a behavioural consequence (after school detention) will occur for both students.

The above procedure also relates to students cheating during exams. Only work completed by students themselves will be assessed.

REFERENCING

The college uses the APA method of referencing. Information on the formatting of in-text referencing and lists of references is available from the library, on Canvas and from class teachers. Students can also access the APA referencing guide via the News section of the Library app on the Student Portal.

ASSESSMENT IN VOCATIONAL EDUCATION AND TRAINING (VET)

All Vocational Education Certificates (VET) have competency-based assessment of knowledge and skills:

- certificates will have a range of assessment instruments and trainers will regulate timeframes for completion
- teachers/trainers observe a student showing competency in each task several times
- VET students will be deemed competent upon completion of theory and practical components of the training package
- most of the assessment is conducted in practical sessions and therefore it is **critical** that students attend practical sessions/classes/functions and required placement.

A NOTE ABOUT MEDICAL CERTIFICATES

GCC acknowledges that it is not always possible to obtain a medical certificate. Parents should make contact with the relevant Leader of Learning or with the Deputy Principal – Teaching & Learning to notify of absences from assessment due to illness, particularly in situations where obtaining a medical certificate is difficult.