



## ASSESSMENT POLICY

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### 1. PURPOSE

The purpose of this Policy is to set out the parameters and requirements for the assessment process at St Andrew's Anglican College (the College).

### 2. SCOPE

This Policy applies to all students enrolled in Years 7 to 12 at the College.

### 3. REFERENCES

Education (Queensland Curriculum and Assessment Authority) Act 2014

### 4. DEFINITIONS

For the purpose of this Policy:

**Student** means all persons enrolled at St Andrews Anglican College in the current year.

### 5. RATIONALE

The purposes of assessment are to:

- promote, assist and improve learning
- inform programs of teaching and learning
- provide information for those people — students, parents, teachers — who need to know about the progress and achievements of individual students to help them achieve to the best of their abilities
- provide information for the issuing of certificates of achievement
- provide information to those people who need to know how well groups of students are achieving (school authorities, the State Minister for Education, Training and Employment, the Federal Minister for Education).

It is common practice to label assessment as being formative, diagnostic or summative according to the major purpose of the assessment.

The major purpose of formative assessment is to help students attain higher levels of performance. The major purpose of diagnostic assessment is to determine the nature of students' learning and then provide the appropriate feedback or intervention. The major purpose of summative assessment is to indicate the standards achieved by students at particular points in their schooling. It is geared towards reporting and certification.

Throughout Years 7 to 12, students must undertake formative and summative assessment tasks. It is imperative that all students are treated equally under the assessment program.

Under the direction of the Head of Teaching & Learning, responsibility for assessment is shared by the Heads of Faculty under the guidance of the Director of Studies and Director of College Operations.

## 6. ASSESSMENT

6.1 At the beginning of each term/semester, staff, students and parents will receive an overview of the assessment requirements for that term/semester (“Assessment Planner”). These will be generated by the Director of College Operations and checked by the Director of Studies. Cross-checks with other school events will be made to reduce clashes and overloading for students where possible. Students will be assessed progressively throughout each term with an appropriate spacing of due dates to assist in their management of assessment tasks.

6.2 A teacher nominated/designated by the Head of Faculty is to be responsible for each assessment task (assignment, examination, other) within that year level or faculty. This teacher is to ensure the integrity of the assessment task addressing accuracy, suitability, sufficient copies, due date, class-lists, distribution, special materials (e.g.: graph paper, list of formula) and any other issues relevant to the nature and conducting of that assessment item.

6.3 Issues pertaining to “special consideration” will be determined and addressed by the Director of Studies, Head of Teaching & Learning and/or the Deputy Principal. Please see the College policy on Special Consideration for Assessment.

6.4 Security is paramount. The College accepts responsibility for the security of assessment tasks (examinations, task sheets, criteria sheets) while they remain in the places designated for secure storage.

6.5 ASSIGNMENTS - see Section 7 “Assignments”

6.6 EXAMINATIONS – see Section 8 “Examinations”

6.7 APPEALS – see Section 9 “Marking”

6.8 Academic Integrity: Plagiarism is using other people’s ideas and words without clearly acknowledging the source of that information. It includes using somebody else’s work from the Internet, textbook, magazine article, or similar; or copying another student’s answers for a homework task (with or without their permission), cheating, stealing someone else’s work or copying another student’s work during a timed assessment. This is academically dishonest and will be treated very seriously by the College. If a case of plagiarism is suspected, teachers are to allow the student/s to complete the task and then refer the task and student/s with a written report to Deputy Head of Secondary, Deputy Principal or Head of Teaching & Learning as soon as possible after the alleged breach has occurred. Further information is available from the Deputy Principal or the College policy on Academic Integrity. Academic integrity also constitutes assurance to not engage in other unethical academic practices as addressed in the policy document.

6.9 All aspects of this policy have been designed to ensure that a consistent approach to assessment (examinations and assignments) is maintained so that students’ learning is maximised and so that our practices provide security and are in accord with the relevant QSA policies on issues such as “late submission” and “non-submission”. It is also intended that students develop an appropriate work ethic and regard for the importance of assessment practices and protocols e.g. that it is not acceptable behaviour to avoid due dates or be unreasonably absent for examinations.

## 7. ASSIGNMENTS

- 7.1 Each student will receive a Task & Criteria Sheet/s for each assignment task outlining all necessary details including Topic and Purpose, Instructions & Conditions, Criteria being assessed, Due Date and Statement of Authenticity (where appropriate)
- 7.2 All students are advised to keep copies of all stages of their assignment production, including:
- 7.2.1 Saving their work to an acceptable disk/storage system
  - 7.2.2 Hard copies (i.e. paper) of their work in progress (drafts)
  - 7.2.3 Their completed assignment.
- 7.3 All written assignments (or written components of larger project-style assignments) must be submitted through *TURNITIN*. Final hard copy submission is, when appropriate, to be addressed by lodgement into the submission box located in the H Block office.
- 7.4 Submission of assignment tasks (draft and final copy):
- 7.4.1 Students will for most tasks be required to submit an official draft. When doing so, the student must submit through *TURNITIN* by the time and date required. If the class teacher or Head of Faculty requests a draft to be submitted in hard (written) copy, two copies should be submitted by the date and time set; one will be used by the teacher to provide written feedback and the other will be kept by the teacher for future reference if required. These can be placed in the submission box in the H Block foyer. Drafts submitted after the identified due date are not guaranteed of receiving feedback from the class teacher.
  - 7.4.2 Due dates for drafts will be identified on the Assessment/Due Date calendar and/or Task Sheet; this date will be set prior to the final submission date (typically a week before). Formal submission of drafting is crucial in cases where students are unable for various reasons to submit their finished assignment. Consequently, drafting becomes both a way of giving feedback and a way of ensuring that teachers have something to mark.
  - 7.4.3 Required drafts and Final Copies of assignments must be submitted through *TURNITIN*. Unless otherwise notified, Draft/Final paper copies must not be handed to the staff in administration offices or to anyone other than the class teacher unless previous arrangements have been made with the Head of Faculty or class teacher. Assignments should be placed in the submission box in the H Block foyer.
  - 7.4.4 If a draft is not submitted on the draft due date, the student will be required to sit in class and write out whatever they can to address the task in the next suitable time available. The Head of Faculty will then confirm if the student is also to attend a lunchtime detention during the next available lunchtime. Contact will be made with parents by the Head of Faculty outlining that a satisfactory draft has not been submitted.
- 7.5 Submission of incomplete or non-submission of assignment:
- 7.5.1 Excuses for lateness/non-submission based on computer or printer malfunction are not valid. Submission on thumb drive is permitted in certain circumstances (where approved by class teachers).
  - 7.5.2 Years 10-12

7.5.2.1 At the very least, a student must attempt to submit “work in progress” on the due date. When “work in progress” is submitted, it will be treated as final submission and graded accordingly.

7.5.2.2 If “work in progress” is not submitted, then the previously submitted official draft of the assignment will be used for grading. Parents will be notified that this has occurred. In Year 11 and 12, these letters may also make up part of the student’s profile that is sent to Panel for monitoring and verification.

7.5.2.3 If neither 7.5.2.1. or 7.5.2.2 are possible, the student will be required to sit at the back of a room, write down whatever they can on the topic, and this will be considered as the submitted task.

7.5.2.4 If a student has not submitted an assignment by the due date/time, then an alternative assessment task may be required to maintain assessment integrity and fairness. Heads of Faculty with the Director of Studies will be responsible for confirming this course of action.

7.5.2.5 If a student does not hand in their assignment on the due date, the class teacher is to pass the student’s name and relevant details to the Head of Faculty for further actioning in relation to Year 10-11 students, and in conjunction with the Director of Studies in relation to Year 12 students.

7.5.2.6 If continued submission difficulties occur, the Head of Faculty and/or the Director of Studies will contact parents to discuss implications in relation to the student’s LOA in that subject.

### 7.5.3 Years 7-9

7.5.3.1 An assignment that is incomplete must still be submitted on the due date in its current form and will be marked according to the work the student has completed. The teacher can also refer to the earlier submission of drafted work in considering the student’s grade awarded for the task.

7.5.3.2 Students who do not have work at school for submission will be required to complete as much of the task as they can in class conditions on that day in that lesson. This work will then be assessed against the set criteria for the task. If it is not possible for a student to do so, prior drafts of the task will be used as the basis for assessment.

7.5.3.3 In either of the above circumstances, the Head of Faculty will inform the student’s parents. Appropriate consequences will be designated dependent upon the relevant circumstances.

7.6 Absent on due date: Students who are absent on the due date for submission of their final copy are expected to ensure submission is still addressed through other options including but not limited to final copy submission via Turnitin, hard copy delivery to the College (parents, siblings, friend), or emailing the work to their class teacher; in most cases, submission via Turnitin will address student absence. If the task is not submitted, then it will be deemed late and the draft will be used for the purpose of allocating summative grading. If the student has suffered extenuating circumstances then their parent should contact the school as soon as possible to address next steps with the Head of Faculty or Director of Studies

### 7.7 Extended & Special absences: [3 or more days]

#### 7.7.1

7.7.2 Other: in extenuating circumstances not of a medical nature, a letter from parents must be addressed to and received by the Director of Studies prior to the due date for final copy.

7.7.3 In any case of extended absence (e.g. extended holiday), the relevant documentation (e.g. letter to Director of Studies) must be provided for consideration to allow a student to submit an assignment for formal grading and reporting. Without documentation, tasks will not be formally credited.

7.7.4 In all cases, the College will consider the validity and value with which an assignment can be completed and submitted after significant delay from the due date, especially in relation to having it considered for inclusion in formal reporting and judgement of achievement levels.

#### 7.8 Extension of Due Date:

7.8.1 Only the Head of Faculty of the subject or the Director of Studies may grant an extension.

7.8.2 An Application for Extension must be submitted at least 3 days before the due date except in extenuating circumstances.

7.8.3 Application for Extension forms can be obtained from the Secondary Office.

7.8.4 When based upon sickness prior to the due date, the Application for Extension form must be accompanied by a medical certificate. The Head of Faculty will also determine for students in Years 11-12 if the period of absence due to illness warrants consideration for grading and/or Exit placement.

7.8.5 The student will be informed within one school day of submitting their Application form as to whether or not an extension has been granted. If granted, a new submission date will be nominated by the relevant Head of Faculty or Director of Studies; this new submission date will be treated in accordance with the policy/procedures as for the original submission date.

7.8.6 Upon submitting an assignment at an approved extension date, no further special consideration will be given by the teacher in marking the task unless further application for special consideration is made (or extenuating circumstances apply).

## 8. EXAMINATIONS

### GENERAL

8.1 The Heads of Faculty are responsible for ensuring all examinations are kept secure by ensuring provision to the Director of College Operations prior to examination blocks and other mid-term examinations. Heads of Faculty are also responsible for ensuring relevant staff appropriately prepare examination papers so that they are ready for use including deadlines, typing, photocopying. Examination papers are NOT to be stored in staffrooms or classrooms under any circumstances. Any extra materials required (e.g. writing paper, graph paper) should be provided to the Director of College Operations with the examination task papers and stored securely.

8.2 Examination task papers are to be clearly labelled. Special instructions are to be included on the front of the examination task paper, and when necessary written on the whiteboard at the front of the examination room.

### EXAMINATION SESSIONS

8.4 Students must not complete any examination prior to the set date and time.

8.5 Teachers responsible for supervising examinations must ensure rooms are appropriately established prior to the commencement of the examination.

8.6 Any common summative examination tasks used for reporting purposes must be conducted in the same timetabled block to ensure all students receive equal treatment (see Missed Exams) unless alternative arrangements have been made.

8.7 Teachers must not complete corrections while supervising an examination, or carry out any other actions that will detract from their efficiency of invigilation.

8.8 Graphical Calculators should have their memories cleared at the start of each relevant examination.

8.9 Supervising teachers are expected to move around the examination room at regular intervals. Supervising teachers are requested not to sit at the front of the examination room; being seated should be kept to a minimum during the examination.

8.10 Entry & Departure: students are not to enter the examination room without the presence of the supervising teacher. No students are to leave any examination prior to the end of the examination session unless under instruction from the supervising teacher.

8.11 Examination conditions: supervising staff are to ensure that appropriate examination conditions remain in place for the set duration of the examination. Students who finish the examination with time remaining are to use this time for proofing, correction and any other necessary revision of their responses. At no time during an examination should students be allowed to move around the room, use iPods etc. Examination conditions are to remain in place until all examination papers have been collected by the supervising staff.

8.12 Supervising teachers must not cancel a student paper without consultation with the Head of Faculty or Director of Studies. Teachers are to allow students to complete the examination and then accompany the student to the relevant Head of Faculty to have any concerns addressed.

8.13 Duration of exams:

8.13.1 Years 11 – 12: Heads of Faculty are responsible for ensuring that staff creating examination papers give due consideration to the appropriate length of time required for students to address the examination, including requirements set by relevant syllabus documents.

8.13.2 Years 7 – 10: examinations are to be prepared such that they can be completed adequately by all students (excepting those with formal granting of “Special Consideration”) within a maximum double period allocation (75 minutes + 5 minutes’ set-up).

8.13.3 Finishing early: students who complete their exam prior to the set finish time are not to leave the exam room (see 8.10 and 8.11 above). For some types of examinations in Years 7 to 9, where deemed appropriate, students can (at the supervising teacher’s direction) attend to other tasks so long as such tasks do not interfere with other students completing their examination paper. Students should always be encouraged to ensure they are utilising the most effective exam technique (e.g. checking of answers/calculations, proof reading, answering all questions) to make best use of the exam time provided.

8.13.4 There is no provision of additional time to any student except as per assessment amendments identified on corresponding student profile documentation.

8.14 Examination scheduling:

8.14.1 Examination Blocks: a formal Examination Block is conducted for the Senior School each Term as required. Students may remain at home to study when not required for an examination session.

8.14.2 Examinations and tests have precedence over school functions, assemblies etc., during the testing period. There should be (except in unavoidable circumstances) no excursions, incursions or major school events in the week prior to, or the week of, Test Week.

8.14.3 In the five school days leading up to the commencement of the Senior Examination Block, there are to be no examinations in any subject; however, assignments either in draft or final submission may be scheduled with due dates in this time prior to the examination block.

8.14.4 No subject can double-up on due dates near/in an examination block i.e. no subject can have both an assignment and an examination (*or other assessment task*) due in the period from five days prior to an examination block until the end of that examination block.

Years 7 to 10:

8.14.5 Students will not sit a formal Examination Block, however, they may at times be required to sit tasks under formal Examination Block conditions e.g. one year level or subject area in designated examination room/s with relevant examination conditions.

8.14.6 Examinations are not to be scheduled (except in unavoidable circumstances) for any Friday (or other last day of the school week in cases of a Friday public holiday), nor on either of the last two days of term.

## **MISSED EXAMINATIONS**

8.15 There are circumstances which the College will recognise as reasonable for a student to complete an examination paper after the set date/time. Refer to Section 8.17 below for the steps which must be taken by the student and/or parent to be granted permission to sit the relevant examination.

8.16 For examinations in Years 11-12, teachers supervising the commencement of an examination (or the designated examination supervisor) must mark a roll at the commencement of every examination. Any absences must be reported to the Head of Faculty and Director of College Operations. The Director of College Operations with the Head of Faculty will then organise the catch-up date and timing for the students to sit the examinations they missed.

For examinations in Years 7 – 10, the Head of Faculty will organise the catch-up date and timing for students to complete missed examinations if possible to do so.

8.17 Sitting missed examinations:

8.17.1 Illness: students in all year levels when absent from an examination due to medical reasons must verify this by providing a medical certificate on their return to school; the certificate is to be given to the Secondary Office which will then confirm with relevant staff who can then arrange for the student to sit the examination.

8.17.2 Extended illness: in cases where a student has been absent for some time prior to and/or after an examination date, a medical certificate is to be provided to the College. The Director of Studies and/or the Director of College Operations will determine an appropriate extension of the due date in consultation with the relevant Head of Faculty if/as appropriate to do so.

8.17.3 Sanctioned College activity: if a student has missed an examination due to a sanctioned College activity (e.g. overseas tour, sports carnival), the student will be permitted to sit the examination on their return to school (see 8.17.5). The Head of

Faculty (in consultation with the Director of Studies if required) will determine if the examination result is used for calculating an achievement grade for reporting.

8.17.4 Other: in extenuating circumstances, a letter from parents must be addressed to the Director of Studies who will determine any appropriate action to be taken.

8.17.5 In any case of absence from an examination, when deemed appropriate to do so, the student will be provided the opportunity to sit the examination paper (under appropriate conditions) as arranged by the Head of Faculty, Director of Studies and/or Director of College Operations:

- Years 7 - 10: when allowed to sit a missed examination, this must take place within two school days (of the same school term) following the set examination date for the result to count towards formal grading and reporting. An examination that is completed outside of this timeframe can be referred to by the class teacher in their report comment but not used in calculation of overall achievement grade (unless the task is an alternative examination paper as approved by the Deputy Head of Secondary, or other special consideration is applied).
- Years 11 – 12: when allowed to sit a missed examination, this must take place upon immediate return of the student to school and addressed by reporting to the Director of Studies or Director of College Operations for appropriate arrangements to be made.

8.17.6 If deemed necessary/appropriate, the student may instead be requested to complete an alternative examination paper of similar standard. For Year 11-12 students, this will be confirmed at the discretion of the Director of Studies in consultation with the relevant Head of Faculty. For students in Years 7 – 10, this will be confirmed by the Head of Faculty.

8.17.7 In all cases, the College will consider the validity and value with which an examination can be completed after significant delay from the due date, especially in relation to having it considered for inclusion in formal reporting and judgement of achievement levels.

## 9. MARKING

9.1 Assessment tasks that are submitted and graded will be recorded and/or stored for student profiles as pertinent to the requirements of each year level.

9.1.1 Years 11 - 12: where two or more teachers are teaching in a subject area, these staff will, with oversight of the Head of Faculty, ensure appropriate internal moderation processes are implemented to validate summative grades.

9.1.2 Years 7 - 10: class teachers will mark the work submitted by their students unless otherwise directed by Head of Faculty. Where possible, moderation should be conducted by year level teams under the oversight of the Head of Faculty.

9.2 Marking of assessment tasks is to be made against the set criteria (worded, numerical, other) previously made available to students.

9.3 Grades awarded for assessment tasks are to be recorded and kept secure by the class teacher who must then follow the procedures as required and appropriate regarding submission of grades for reporting and/or other processes as required for each year level.

9.4 Appeals Process:

9.4.1 The appeals process will not commence for general concerns but must instead be based upon disagreement with the application of set criteria. Other concerns (e.g.

equity across class groups, teaching style, content coverage, nature of the assessment task) are to be taken directly to the Head of Faculty (Years 7- 10) or Director of Studies (Years 11-12).

9.4.2 In cases where a student and/or parent wishes to query the grade given by a teacher marking a particular assessment task, the following procedures are to be followed in order:

Step 1: the student/parent is to inform the class teacher of their specific concerns regarding marks allocated for set criteria and/or the overall judgement made from these criteria.

Step 2: the class teacher, upon receiving the student's/parent's concerns about specific criteria and/or the overall grade, is to engage in discussion with the student/parent about their concerns.

- If the matter is resolved (either by the teacher agreeing that a change of grade is required, or the student/parent accepting the teacher's application of the set criteria), then no further action is required.
- If the matter is unresolved, i.e. the student/parent still disagrees with the teacher's application of the set criteria and/or overall grade, then the student/parent can request the class teacher to take further action. This request must be made directly to the class teacher; this process is to ensure that students/parents are respectful of the professional judgement and role of the classroom teacher, and to allow demonstration by the teacher of their support of the appeals process.

Step 3: Upon request for further action, the class teacher is to take the student's original assessment paper to the relevant Head of Faculty. If the class teacher is the Head of Faculty, the assessment paper should be referred to the Director of Studies.

- The Head of Faculty (or Director of Studies) will implement an appeals cross-marking procedure; if appropriate for work from a student in Year 11 or 12, the District Review Panel Chair may be asked to provide assistance.
- The cross-marking of the task must be completed by an appropriate teacher at the College. Cross-marking is to occur on a blank criteria sheet without prior knowledge (where possible) of the initial grade or separate criteria marks. The cross-marked grade will apply to the student's work irrespective of whether this grade is of the same, higher or lower achievement level than the original grade. The Head of Faculty will inform the class teacher, student and parents of the results of this process. The initial and secondary criteria sheets will be attached to the task for storage in the relevant assessment folio.

Step 4: If after this process, the student/parent has further grievance with the newly awarded grade, they must address their concerns directly with the Director of Studies who may also consult as appropriate with the Head of Teaching & Learning and/or with the Deputy Principal. At this stage, the decision of the Director of Studies is final.

## **10. STORAGE**

### **YEARS 11 - 12**

10.1 The Deputy Principal and Director of Studies will keep copies of accredited Work Programs to go with moderation submissions for Years 11 and 12.

10.2 Heads of Faculty need to ensure that:

10.2.1 The teacher responsible for a subject/examination should forward to the Head of Faculty:

- 3 clean copies of the assessment task
- 3 copies of written solutions OR 3 copies of an exemplar (including marking schemes)
- folders for each student with completed assessment tasks and profile sheet

10.2.2 They keep a moderation folder up to date (with a clean copy of each task, a copy of each set of solutions (or exemplar) and any special letters, notes or instructions. This folder should be kept up to date at all times

10.2.3 Each student in each subject will have a work folder/profile. This must be kept by the Head of Faculty (as they are responsible for these) in lockable filing cabinets.

10.2.4 They maintain responsibility for internally moderating all grades within their faculty; for example, grades/LoAs appearing on reports will need to be confirmed by the Head of Faculty.

## **YEARS 7 - 10**

10.3 Storage of assessment tasks will be maintained by the class teachers under the practices required by the Heads of Faculty. These include the collation and maintenance of individual student profile folders.

## **RETURN OF STUDENT WORK**

10.4 After an assessment task has been completed, students will have their work returned with the relevant criteria sheet indicating the overall grade, separate criteria grades (where relevant), and teacher notes on areas to improve in future tasks.

10.5 Examination papers and assignments are to be returned to students with marking details as above as soon as is possible without causing concern for the veracity of the marking process. Each faculty will implement its own practices regarding further requirements upon the timing for return of assessment items to students following their completion/submission (e.g. that they must be returned by teachers in the same lesson, on the same school day, or at the class teacher's discretion).

10.6 College policy is that examination papers and some other assessment tasks will not be sent home with students for parent observation or signature; this is to ensure the security of the College's intellectual property for the benefit of future cohorts. Parents will be informed of examination results by their student as well as via details available on-line through St Andrew's Live. Parents can also request an appointment with the class teacher to see and/or discuss first-hand examination papers after their completion. Parents are not to be provided with copies of College examination papers as these remain the intellectual property of St Andrew's. Students/Parents can request written answers for examinations, or exemplars of assignment responses, after the due date for that assessment paper. These conditions do not apply to revision-based or other practical examinations of a formative nature.

## **END OF SCHOOL YEAR**

10.7 In Years 11-12 student portfolios will remain in secure storage until the commencement of Term 2 the following school year. At this time, Heads of Faculty will be responsible for the return of appropriate items to students (i.e. not including examination papers) if requested by the student and/or further storage of any items as required.

10.8 In Years 7 to 10, students' folios will be stored until early in Term 1 of the following school year by which time class teachers will have had access to relevant information about these students. By the end of Term 1 of the following year, Heads of Faculty will have instructed class teachers regarding the return of appropriate items to students (i.e. not including examination papers) and/or further storage of any items as required.

10.9 If a student's assessment task cannot be located by the class teacher (after checking to confirm submission/completion of the task), the student will be requested to produce a copy of the task from their own hard copy and/or electronic back-up storage. If the student cannot do so, the matter will be referred to the Director of Studies for due consideration.

## RELATED DOCUMENTS

[Head of Faculty letter to parents](#)

[Academic Integrity Breach notice](#)

[QCAA P-12 Assessment Policy](#)

[QSA Late Submission Policy](#)

DOCUMENT CONTROL	
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Author	David Elley
Policy Owner	Adele Guy
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