



# ASSESSMENT POLICY

## RATIONALE

Mt St Michael's College is committed to an educational philosophy that encourages all students to achieve their personal excellence, by developing their talents and abilities. Co-operation, collaboration and self discipline are integral to this primary goal.

An assessment policy must provide a framework which ensures justice and equity for all students. Assessment incorporates all measures used by the College to determine student performance. Assessment policy and procedures employed by the College are in accordance with the policies and requirements set down by the relevant peak educational legislative body the Queensland Studies Authority.

At all times, decisions related to assessment matters will be based on the professional discretion of the class teachers and the relevant Head of Department, while always ensuring compliance with the principles of assessment of Mt St Michael's College and the Queensland Studies Authority.

## PURPOSES

- (a) To provide staff, students and parents with relevant information on matters pertaining to assessment.
- (b) To ensure that assessment procedures are clear and just for all students.
- (c) To ensure adherence to all policies and procedures of the Queensland Studies Authority.

## GUIDELINES

- (a) Current assessment information is communicated to the College community by means of Parent Evenings, Year Level Meetings and College communications including the Spirit.
- (b) Assessment requirements are communicated to the College community by means of the Student Assessment Calendar listed on the Student Information pages of the College intranet and the live calendar, which is available on the College Website – [www.msm.qld.edu.au](http://www.msm.qld.edu.au).
- (c) Student performance is communicated to parents at the end of each semester by the College Reports.
- (d) Special Provision is given to students for documented illness and/or family trauma, to ensure that the principles of justice and equity apply. This is carried out in accordance with Queensland Studies Authority policy.

## SUPPORTING DOCUMENTS

- (a) [QSA Policy on Special Provisions for School-based Assessments in Authority and Authority-registered subjects](#)
- (b) [QSA Policy for Late and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered subjects](#)
- (c) [QSA Strategies for authenticating student work for learning and assessment](#)

## CONCLUSION

Mt St Michael's College is committed to assessment practices and procedures that promote educational excellence and lead to justice for all.



# 1. ASSESSMENT PROCEDURES

## ASSESSMENT

Assessment is defined by the Queensland Studies Authority as “the process of identifying, gathering and interpreting information about a student’s learning”.

Assessment is integral to the teaching and learning program at Mt St Michael’s College, across all year levels. Assessment at all year levels is criteria based. The Queensland Studies Authority state that the major purposes of the assessment program are to:

- improve teaching;
- help students achieve the highest standards they can within their own capabilities;
- provide meaningful reports to parents/carers on students' achievements.

Assessment may be either **Formative** or **Summative**. Formative assessment may contribute towards school reporting. Summative assessment, in the Senior School contributes towards the Queensland Certificate of Education, and a student’s Overall Position (OP) or Tertiary Selection Rank. Student’s exit level of achievement for each subject is judged, according to a set of criteria, regarding the exit level of achievement.

All assessment items must be completed to a level that is deemed to be satisfactory by the subject teacher and the respective Head of Department. Any response deemed unsatisfactory must be re-done.

Students will be required to finalise incomplete assessment items in their own time at the College e.g. after school, during examination blocks or on pupil free days. Parents will be notified accordingly.

## ASSESSMENT INFORMATION FOR STUDENTS

Each student:

- can view the assessment calendar on the College Intranet, which outlines assignment and examination dates;
- is given a course overview and details of forms of assessment and due dates in the subject class;
- is given written notice of assignment topics including the task outline, criteria sheet and due date, at least 2 weeks prior to the due date.

While the College aims to ensure that no student has more than two pieces of assessment due on any one day, or that no more than two written or non-written summative test instruments are held on any one day, past experience has shown that this is not always possible. As students are given sufficient notification and planning time for assessment items, it is important for them to develop their own time management skills to meet the requirements of all their subjects.

## 2. EXAMINATIONS

Examinations will occur throughout each term, in class time. There may also be designated times at the end of each term for longer examinations and multiple classes.

### YEARS 11 & 12

Examination blocks are designated in the school calendar. Years 11 & 12 have an examination block at the end of each Semester and are not required to be at school when they do not have an examination, unless otherwise indicated. There may also be a mid-semester examination block at the end of Terms 1 and 3. Examination



blocks may be shorter than the time indicated by the school calendar based on the principle of maximising classroom learning and examination preparation time.

## YEARS 8, 9, 10

There may be an allotted examination schedule at the end of each term, in which examinations of a longer length are held. Normal classes take place around these examinations.

## EXAMINATION PROCEDURES

1. Students are to have a clear container to hold their examination equipment - (the examination toolbox):
  - a. Liquid paper (pens or tape) is accepted in MSM examinations (and in the QCS)
  - b. Water bottles, with labels removed are allowed.
  - c. Lollies and food are not permitted unless the student has a recognised medical condition such as diabetes.
  - d. Students are not permitted to bring scrap paper into an examination. If scrap paper is required this will be determined by the respective HOD/teacher and supplied with the test paper.
2. Mobile phones must not be brought into an examination room. If students are unable to secure their phone in a locker, they must place mobile phones on the desk at the front of the room. It is their responsibility to pick up their phone at the end.
3. Toilet breaks in examinations are to be discouraged unless absolutely necessary. Supervisors on an examination may, at their discretion, accompany a student to the toilet block.
4. Students must stay in the examination room for the entire allotted examination time, unless otherwise stated.
5. Students must leave their bags outside the examination room. If there are valuables in bags, they should be locked in the student's locker. In some cases a supervisor may permit a student to leave a bag containing valuables at the front of the examination room, if space permits, out of the reach and in full sight of everyone.
6. All students should be dressed in full school uniform for all examinations.

## CHEATING

Cheating includes behaviours such as, but not limited to: talking, passing notes, using unapproved notes or using a mobile phone.

If a student is caught cheating;

- The supervising teacher must report this to the respective HOD who will conduct an investigation into the circumstances and impact of this cheating.
- Students will not be given credit for any response which could have been impacted on by this cheating.
- The examination may be considered to be an incomplete piece of assessment, which may mean that the student has insufficient assessment to be given credit for the semester's work.
- The student will be asked to report to the Deputy Principal Curriculum.
- The student will be expected to attend a detention after school to complete a similar examination.

***Excursions or guest speakers that take time from other classes should not be held in the two weeks prior to an examination block, unless there are extenuating circumstances.***



### 3. ASSIGNMENTS

Throughout each semester students will have assignments. Assignments may take many forms and may include some of the following types of assessment items:

- Research assignments
  - Oral presentations
  - Group performances
  - Multimodal projects
  - Practical assessment
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- Technological breakdown, which include computer malfunctions, USB problems, printer or printing problems or loss of electronic work due to a lack of backup cannot be used as a reason for late submission of work or for extension requests.
  - It is the student's responsibility to maintain backups when completing assignments. It is recommended that at least one copy is always kept on the home drive, the student's H: drive and that a back-up is made. Students are also recommended to print working documents on a regular basis.
  - Assignments will not be due in the week prior to examination blocks. The exception is subjects that do not have a scheduled block examination. In this case, assignments may be handed in on a nominated day, time and room during the examination block.

#### DRAFTS

Drafting of assignments is an important part of the assignment process.

- Most assignments will have a draft or work-in-progress due date.
- All drafts should be considered to be a non-polished version of the final assignment. If it does not meet the task requirement, it is considered to be a non-submit.
- All students are required to hand in two versions (or equivalent) of their draft assignment. The conditions for the two copies of the draft will be stated in the conditions sheet of the assignment.

#### FINAL COPY OF ASSIGNMENT

Students must abide by the following guidelines for all assignments:

- Student must submit assignments by the due date. Due date, time and location (class room or assignment box in the staff study) will be clearly stated as part of the conditions on each assessment item.
- A hard copy, including the criteria sheet must be submitted, unless otherwise stated.
- It is recommended that students keep their own printed copy, as well as a computer back-up of their work. This will provide security against damage or loss of the submitted copy.
- If a student is ill or absent on the due date of an assessment task or draft, they must follow the guidelines outlined in the illness/absentee section of the policy.

#### ORALS AND PRACTICAL ASSESSMENT

- Orals or practical assessment may occur at any time, throughout each semester. These are usually individual or small group presentations or performances.



- All students in a particular class must be prepared to present their oral or practical performance on the due date for the task, or on any subsequent day as required by the class teacher.
- Students will be expected to submit written supporting material for all oral and non-written assessment tasks **on the due date**.
- Other supporting evidence may be required such as a video or audio tape of student performances.
- In some cases, particularly in Year 11 & 12, assessment may be conducted after school or during lunch breaks to minimise the loss of class time.
- If a student is ill or absent on the due date of an assessment task or draft, they must follow the guidelines outlined in the illness/absentee section of the policy.
  - Where possible, group assessment will go ahead and alternative arrangements will be made for the absent student.
- Students are not to record oral or practical assessment on personal recording devices.

## EXTENSIONS

There can be extenuating circumstances that prevent a student from completing pieces of assessment by the due date. A student may apply for an extension of time conditions for an assignment where there has been illness, personal or family issues affecting the student's progress, but which are not significant enough to apply for Special Provision.

- The student should inform the teacher of the problem and should approach their subject Head of Department if they require an extension prior to the due date of the assignment. This should be done as far in advance of the due date as possible.
- If a student has a prolonged illness, a parent/guardian can telephone to arrange an extension. A medical certificate must be submitted with the assignment on/by the extension date.
- The Head of Department and the respective class teacher will then determine the merit of the request and the length of the extension granted.
- Any approved extension must not alter the conditions of assessment by more than 20%. For example extensions of time for completion of an assignment may not exceed the overall time for the assignment by more than 20%.

## NON-SUBMISSION BY DUE DATE

### DRAFT

If the student fails to hand in an appropriate draft by the due date the following procedures will apply:

- the subject teacher or Head of Department will contact (phone call, e-mail or letter) the parents;
- the student will be required to attend an after-school detention on a designated day (Year 9 – 12) or a lunch time detention (Year 8) and the draft copy of the assignment must be handed in by the end of the detention;
- there may be no feedback given to the student on the draft.

### FINAL COPY OF ASSIGNMENT

Should a student fail to submit or complete an assignment task (all conditions of the assignment task must be met, including submission through Turn-It-In, if this is a requirement of the assignment) at the arranged time on the due date, then it is deemed to be a non-submission, unless:

- an application for extension has been approved by the Head of Department;

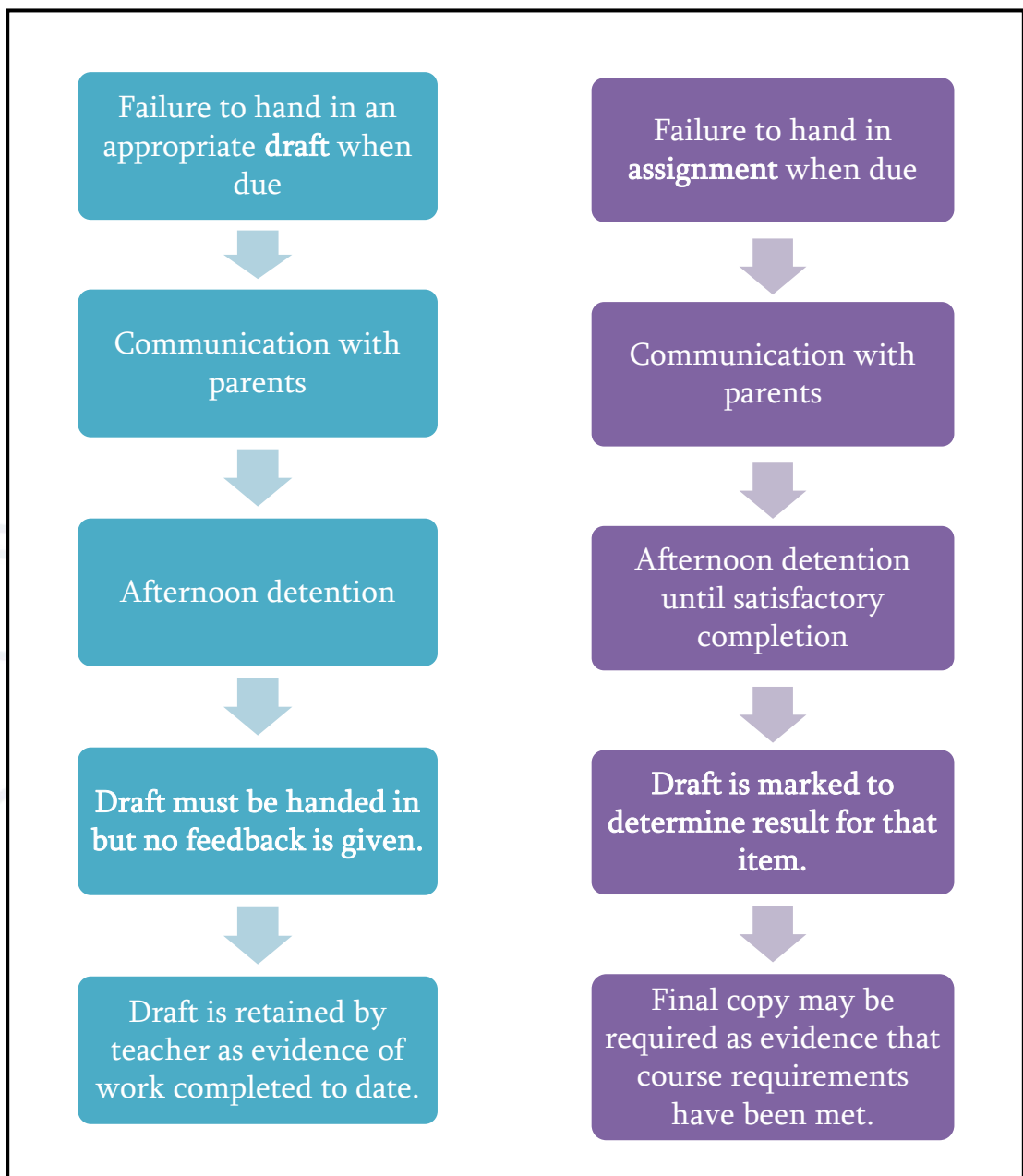


- the appropriate processes have been followed for illness or absenteeism;
- an application has been made for Special Provision.

If the student fails to hand in the assignment by the due date the following procedures will apply:

- the subject teacher or Head of Department will contact (phone call, e-mail or letter) the parents;
  - student will be required to attend an after-school detention on a designated day (Year 9 – 12) or a lunch time detention (Year 8);
  - the teacher will grade the draft copy of the student’s work in progress where appropriate, and this will be used to award a grade.
- In accordance with most recent QSA policy, any task submitted late will not be graded for assessment.
  - Where students have not submitted the required assessment in a semester, they may have insufficient assessment to be given credit for the semester’s work.

### CONSEQUENCES OF NON-SUBMISSION OF ASSESSMENT – FLOWCHART





## PLAGIARISM

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work.

This can include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing;
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works;
- using another person's ideas, work or research data without appropriate acknowledgment;
- copying computer files in whole or in part without indicating their origin;
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research.

(<http://www.griffith.edu.au/>)

In assessment tasks, where there is clear evidence of plagiarism, where substantial parts of the assignments are drawn from unacknowledged sources or completed by someone other than the student, then the student may be faced with academic dishonesty.

- If plagiarism is clearly evident throughout the assignment then the work may be considered a non-submission, which means that the student may have insufficient assessment to be given credit for the semester's work.
- If plagiarism has only occurred in some sections of the assignment, these sections may not be graded. The final grade may be based only on the sections of the assignment, which were the student's authentic work. A notation advising of plagiarism signed by the Head of Department will be attached to the respective response in the student's subject folio.
- Students who submit plagiarised work may also be given an after school detention and will be expected to re-do the plagiarised sections. Work completed during this time will not be taken into consideration when awarding a final grade.

## AUTHENTICITY OF WORK

Authenticity of a student work can be observed through a number of strategies, which include the following:

- teachers seeing plans and drafts of student work, which the final piece of work is clearly derived from;
- student production of and maintenance of documentation of the development of the responses;
- student acknowledgment of resources used;
- submitting work through Turn-It-In;
- observation of students working on practical tasks for a significant amount of time;
- reflective journals;
- questioning a student about an assignment and the processes used as part of the assignment.



## 4. ILLNESS AND ABSENTEEISM

If a student is ill on:

- the day of an examination;
- the day an assessment task, including practical or oral assessment is scheduled;
- or the day a draft is scheduled or due; then

**a parent must contact the respective subject teacher (Year 8 – 10) or the respective Head of Department (Year 11 – 12) immediately to advise of the student absence and to organise an alternative time to complete the task or to hand the task in.**

- If the student is in Year 11 or 12 a doctor's certificate must be presented to the Head of Department who will attach it, together with their approval for changed assessment conditions, onto the student's completed task to be included in the student's subject assessment folio.
- If the student is in Year 8 – 10 a signed and dated note from the parent/carer or a medical certificate must be presented to the Head of Department who will attach it, together with their approval for changed assessment conditions, onto the student's completed task to be included in the student's subject assessment folio.
  - If a student in Year 8 – 10 is unable to complete a practical piece of assessment for a prolonged period of time due to illness or injury, contact must be made with the Head of Department and a medical certificate must be obtained.
- Failure to produce a doctor's certificate (Year 11 – 12) or a note (Year 8 – 10) will mean that a student is absent, without cause, on the day and therefore receives no credit for that particular piece of assessment, which may mean that the student may have insufficient assessment to be given credit for the semester's work.
- Repeated absences on due dates for students in Years 8, 9 and 10, will be monitored by the respective teacher, Head of Department and Deputy Principal Curriculum. Students who develop a record of absences on assessment test dates and due dates will be required to substantiate those and further absences by a medical certificate.
- Medical certificates will only be accepted from a doctor who is not a relative.
- Any student who participates in a Vocational Education and Training program is expected to take responsibility for making appropriate arrangements for examinations and assessment if they will be absent from school, when assessment is scheduled.

### EXAMINATIONS

- When a student is absent from school on the day of an examination, a catch-up examination will be arranged. The catch-up examination, may occur after school to minimise the time that the student is absent from class.

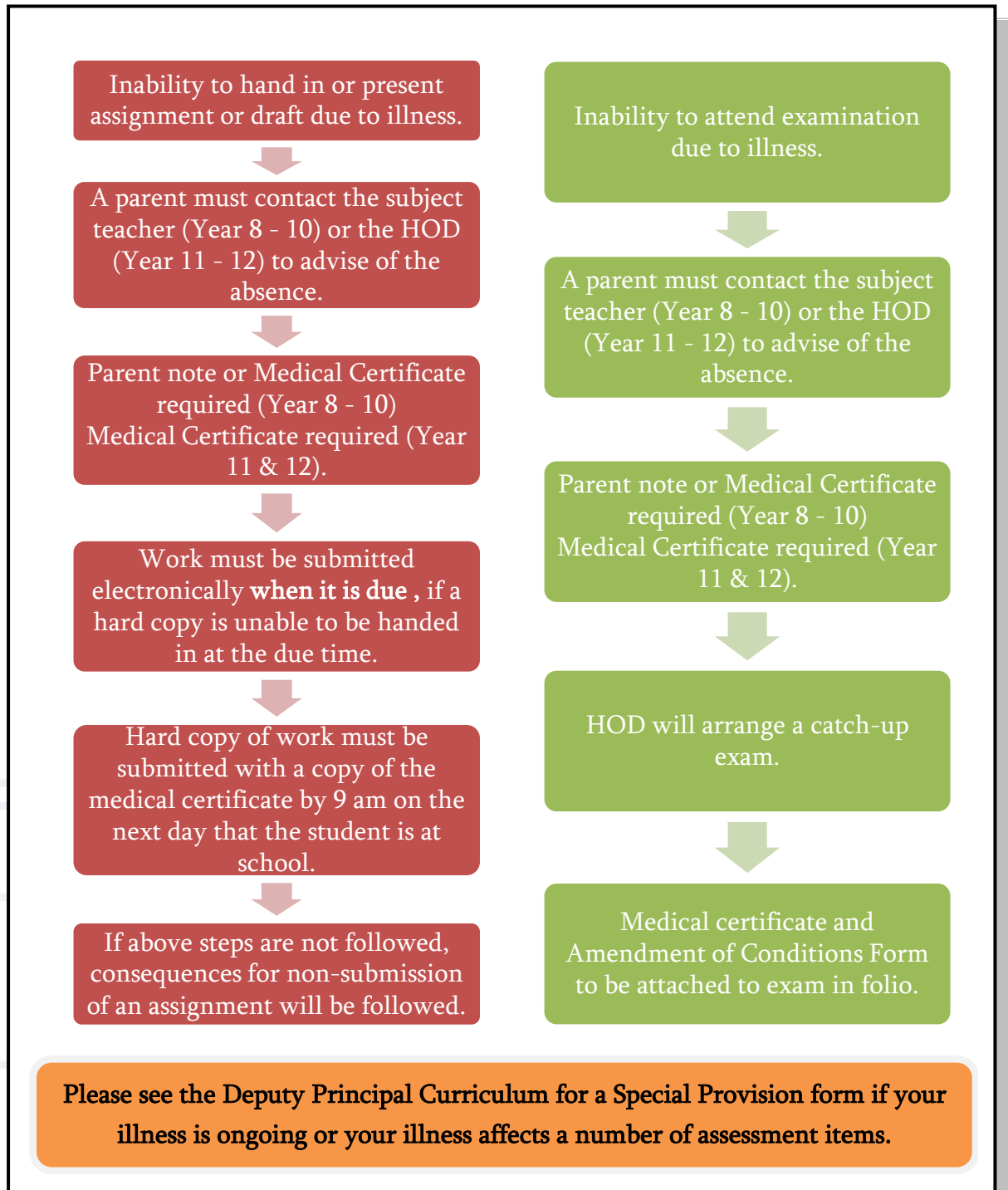
### ASSIGNMENTS

- When a student is absent from school on the day an assignment is due, they must:
  - submit the assignment electronically, **when it is due**, if a hard copy is unable to be handed in at the due time;
  - hand in a hard copy of the assignment together with the appropriate documentation (Doctors Certificate Yr 11&12; Parents letter Yr 8-10) to the Head of Department (or



the assignment box if the Head of Department is unavailable) by 9.00 am on the next day that the student is at school.

### PROCEDURES TO FOLLOW DUE TO ILLNESS – FLOWCHART





## 5. SPECIAL PROVISION

The Queensland Studies Authority states that “Special Provisions” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Generally this may mean the changing of assessment requirements and/or assessment conditions due to circumstances such as:

- long term illness, resulting in lengthy absenteeism e.g. two weeks or more of classes;
- long term illness that is debilitating and subsequently affects student performance;
- significant social/emotional issues as confirmed by the College Psychologist/Counsellor;
- difficulties in family circumstances as confirmed by Deputy Principal Student Care, the Year Co-ordinator or the College Psychologist/Counsellor.

The following guidelines should be considered when applying for Special Provision:

- Parents are responsible for communicating the nature of the problem to the Deputy Principal Curriculum.
- Where a student has missed considerable class time, which is followed by assessment for which she is present, Special Provision is determined by the Deputy Principal Curriculum in consultation with the respective Head of Department.
- Illness in the days immediately preceding an assessment task or examination will generally not be grounds for a change of assessment conditions. Student preparation is expected to occur over time and should not be dependent on last minute preparation. Each application will be looked at separately and a decision will be based on the evidence of the work that the student has demonstrated in the classroom and through preparatory tasks, prior to the date of illness.
- Special Provision forms are to be collected from the Deputy Principal Curriculum and completed and signed by the student and a parent. These forms are to be presented to the Deputy Principal Curriculum with medical certificates and other supporting documentation attached in accordance with the requirements for “Illness and Absenteeism”.
- When Special Provision has been approved, a copy of the application forms and medical certificate is included in the student folio for each relevant subject.
- The student’s final results will be determined by the Head of Department and the class teacher, in consultation with the Deputy Principal Curriculum, according to the assessment missed e.g. proportion of total assessment for the semester, nature of assessment item, the overview of the student’s performance in the semester and mandatory requirements of the syllabus. The student will not be penalised in cases of special provision.
- All matters pertaining to special provision are recorded by the Deputy Principal Curriculum.

## 6. LEAVE FROM SCHOOL

Students are expected to attend school from the first day of school to the last day of school each term. Parents seeking leave from school for their daughter for sporting, cultural or family events must make a request in writing to the Principal.

### CLASS WORK

- Teachers are not required to prepare work for students who will be absent from school due to family vacations.



- The responsibility must lie with your daughter to ensure that she speaks with teachers regarding how best to complete work missed, prior to her departure, where possible.

## ASSESSMENT

- If a student misses assessment tasks due to leave, **it is the student's responsibility to make arrangements for alternative assessment opportunities before she leaves, where possible, or upon her return.**
- **Year 11 and 12 students who miss assessment due to family holidays taken in term time must be aware that if appropriate alternative arrangements, complying with the Queensland Studies Authority Guidelines cannot be made, then the student will not receive credit for the semester's work in the subject for which assessment was missed.**
- Final decisions about appropriate dates for assessment will be determined by the Deputy Principal Curriculum, in consultation with the relevant Head of Department and the class teacher. This will generally be before (except for examinations) the scheduled date for the assessment item but will always aim to maintain the integrity of the particular assessment item.
- Students will not be exempted from any assessment items, due to granted leave.
- No student may sit for an examination prior to the scheduled examination time.

## REVIEW

This policy will be reviewed at least every 3 years or as necessitated by legislation.

Assessment Policy revised and confirmed: October 5<sup>th</sup> 2009  
Ms Melissa Dever, Deputy Principal Curriculum



## APPENDIX

All assessment items will include a statement, which indicates that the student understands the procedures of the assessment policy. This will be required to be signed by the student on the day that the assignment is handed out and after the teacher has discussed the Assessment Policy with the students.

<b>Assessment Policy</b>
STUDENT DECLARATION: "I _____ have read the Mt St Michael's College Assessment Policy. I understand the procedures that I am required to follow and the consequences that will be applied, if I am unable to meet the policy expectations.
Signed _____ DATE _____

All assessment items will include an authenticity statement, which students are required to sign before they hand in their assignment.

<b>Authenticity of Work</b>
STUDENT DECLARATION: "I _____ hereby certify that this assessment item is my own work based on my personal research. I can prove authorship through production of drafts (if applicable) and I am willing to answer questions if deemed necessary. I have kept a copy of this assignment."
Signed _____ DATE _____

All assessment items will include a statement about extensions.

Extensions for assignments will only be granted if the student has written authorisation from the Head of Department and also has: <ul style="list-style-type: none"><li>➤ Been ill for an extended period of time or there are extenuating circumstances, and has</li><li>➤ The appropriate documentation, and has</li><li>➤ Made the request at a reasonable time prior to the due date.</li></ul>
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