



Assessment Policy

Rationale

Assignments of various types form a substantial part of the formal assessment across the majority of middle and senior school subjects. These assignments may take the form of research papers / essays, field study reports, write-up of experiments and practical investigations, reflective journals, construction tasks, compilation of artistic folios, practical demonstrations etc.

All students, at the start of each semester, receive an assessment calendar which lists due dates for major assignments within all subject areas. This is provided in order to allow students to plan their study program and take responsibility for managing their assignment schedule.

Teachers will ensure that students are given clear and detailed information regarding the nature and expectations of each task. Assessment cover sheets will outline all conditions of the task, including the use of class time and home time for preparation and completion. In addition, students will be provided access to adequate resources and support to complete each assessment instrument. They may be provided with some class time to work on assignments.

Students must ensure that they submit draft/s, and conference with their teacher within given timelines. In the event of non-submission or late submission of an assignment, the draft or planning evidence will be crucial in providing information required in the body of evidence for schools and panels to make decisions and verify achievement levels awarded.

2. ASSIGNMENT GUIDELINES

2.2 Task Sheet/Criteria Sheet Information

You should expect that your assessment task sheets will contain the following:

- a) A clear statement of task;
- b) The specific *purpose* of the assignment and its relation to course objectives;
- c) Expected format, and length requirement;
- d) The audience that should be addressed;
- e) Information on the availability and location of resources;
- f) Relevant CCEs (core curriculum elements);
- g) The steps that should be followed to complete the assignment;
- h) The criteria that your work will be assessed against;
- i) Specific **due dates** for presentation of drafts and final copy; and
- j) Information about your responsibility to submit assignments on the due date, and the consequences of late and non-submitted assignments.

The following statement will appear on your task/criteria sheets:

It is the student's responsibility to submit assessment on or before the due date to ensure course completion and the awarding of a rating.

2.2 Task preparation and learning

- a) The processes required in the development and successful completion of assignments will be taught and reinforced through structured class lessons. This is how you will learn the knowledge and processes assignments and tests are designed to assess. It is for this reason, that your attendance in class will be monitored.
- b) Your teachers will monitor your progress, through class based activities and tasks. Your teacher will monitor your understanding of key ideas and processes related to the assessment, through practice activities and tasks. Your teachers will give you verbal and/or written feedback on your learning.
- c) Teachers will read assignment drafts and provide feedback, related to how well you are meeting the task criteria. Remember, it is not a teacher's responsibility to **correct** your work for you. The reading of drafts is for the purposes of teaching you how to refine your understandings, how to make the corrections yourself, and better demonstrate the criteria by which you will be marked
- d) Students working from ISPs or ILPs, or students with learning difficulties, may access specialist teacher support. This may be achieved in class or during Learning Support lessons. Like your classroom teacher, the job of learning support staff is to teach you **how** to complete the task – not do it for you.

3. PLAGIARISM

Plagiarism, as defined by the Swinburne University of Technology (Devlin) is:

“The action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism includes any of the following, without full and appropriate acknowledgement to the original source(s):

- a) the use of the whole or part of a computer program written by another person;
- b) the use, in essays or other assessable work, of the whole or part of a written work from any source including but not limited to a book, journal, newspaper article, set of lecture notes, current or past student's work, any other person's work, a website or database;
- c) the paraphrasing of another's work, including another student;
- d) the use of musical compositions, audio, visual, graphic and photographic models;
- e) the use of realia, that is objects, artefacts, costumes, models and the like.

Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work.”

For additional information see **Morayfield SHS Plagiarism Policy**

4. Submission of Assignments

4.1 Drafts and Assignments are to be submitted on the Due Date

Drafts and Assignments:

- Will be collected by your subject teacher, during the lesson on the due date.
- Submitted outside of class time, are to be handed directly to your class teacher to ensure the safety of your work.
- Submitted when there is no access to your teacher on the due date must go to the Administration Office by 4.00pm on the due date. Office staff will complete details on the assignment database, attach a copy of the received slip, and forward your task to your teacher.

- Submitted by way of **electronic submission**:
 - **USB sticks** - students access the Resource Centre for scanning of and printing from USB sticks. Teachers are not obliged to accept USB sticks.
 - **fax** to the school administration office. Office staff will staple faxed pages, attach copies of the receipts and place in your teacher's pigeonhole.
 - **e-mail** sent to info@morayfieshs.eq.edu.au
 - **CDs/DVDs** NB be aware that it is YOUR responsibility to ensure that the assignment can be located and that the document will open etc. (Check with their teachers/IT staff prior to any plan to submit assessment work via CD/DVD.)
 - **Electronic media that cannot be accessed by the teacher will be deemed as a non-submit**

4.2 Absent on the Due Date

- The draft/assignment may be submitted to the office via your parent or a friend on the due date. If you are unable to have it delivered, you or your parent must make contact with the school.

4.3 Absent on Exam or Test Date

- Students who are absent on the date of an exam or test , due to unexpected circumstances or sudden illness, parent/caregiver must contact the school on the day, or as soon as is reasonably possible. Evidence supporting the absence (e.g. medical certificate) will need to be provided to the HOD Senior Schooling. Upon satisfaction that the absence was 'unavoidable' students may be required to sit the test/exam upon their return to school.

4.4 Students on Suspension

- *Special provisions* will not normally be granted to students on suspension. Where access has been hindered to resources essential for the completion of assignments, requests for *special provisions* may be considered. Where due dates occur during a student's suspension, it is the student's responsibility to make alternate arrangements for its timely submission using one of the approved methods mentioned earlier..

4.5 Special Provisions

- In cases where there is a 'barrier' that would prevent you from submitting your assessment task by the due date, you should apply to the Head of Department Senior Schooling, Guidance Officer or Curriculum HOD for '*special provisions*' to be enacted. *Special provisions* are designed to remove the 'barrier', by providing extra time or varying conditions, to enable the completion of assessment.
- Applications for *special provision*, need to be accompanied by relevant documentation, e.g. medical certificate.
- Morayfield SHS recognises that students working from ISPs or ILPs, may need extended timelines and/or varied conditions (negotiated in advance) through Student Learning Support Services personnel, to remove 'barriers' to learning.
- *Special provisions* should not unfairly advantage the student receiving it, or disadvantage other students who are also completing the task.

- Application for *special provision* must be applied for as soon as you are aware of the 'barrier'.

4.6 Late Drafts /Assignments: Submission after the Due Date

Illness on the day prior to the due date (or on it), bereavement, or extenuating personal circumstances, *may* be acceptable reasons for the HOD Senior Schooling to apply *special provisions*. In such circumstances, documentary evidence, such as a medical certificate, will be required.

Computer/printer problems are not usually acceptable reasons for the late submission of an assignment.

If the student can confirm work completed by the due date, through interim draft results, and explain *why other methods of submission were not used*, a parental note is to be provided. The granting of special provisions will be at the discretion of a HOD or the Guidance Officer.

4.7 Non-submitted Draft

Students who fail to submit a draft by the due date will be required to do so at the earliest opportunity. Parents/carers of students who do not complete a draft will be contacted and additional steps taken by the teacher to gain a draft. Students who do not complete a draft within a reasonable time after the additional teacher intervention may be considered non-compliant and referred to the HOD Curriculum and possibly the Head of Year.

4.8 Non-submitted Assessment

When no *special provision* has been requested or applied for, and there has been no communication from the student or parent/caregiver, teachers may assign a mark based on a draft they have seen prior to the due date. This draft will be marked against the criteria and placed in your student folio.

- A minimum 'E' grade for a particular assessment cannot be awarded where there is no supporting evidence, e.g. no draft work. Upon return to class, you will be required to submit work (to minimum E standard) in order to complete course requirements.
- When received and there are no extenuating circumstances established, the assignment is to be assessed, according to the criteria, for feedback purposes only.
- At the end of semester/at exit, the task will be read as meeting the minimum E criteria.

NB *The non-submission of assessment in the Senior School could affect the student's involvement in the Senior Formal, the Year 12 Graduation Ceremony and, in conjunction with other issues, the student's continued enrolment.*

Other related policies and procedures
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Plagiarism Policy – Morayfield State High School
 Queensland Studies Authority – Non-Submission and Late Submission of Assignments
 Queensland Studies Authority – Special Provision
 Special Provision Proforma
 Application for Extension Proforma

Assignment Flowchart

