



# Cleveland District State High School Junior School Assessment Policy

## General Comments

Assessment is a mandatory part of all curricula/work programs.

## Non-submission

If assessment is not completed, students will not be able to be rated unless Extenuating Circumstances/Special Provision procedures have been followed. The parent/guardian is required to contact the school on the day the assessment is due to explain the extenuating circumstances or supply a medical certificate upon the students return to school.

## Late Submission

Assessment submitted late may be referred to the HOD for special consideration to determine if they will contribute to student results. If special consideration is not granted, the assessment is still required to be completed in order to be rated for the semester.

# The Assignment Process

## Definition - Assignment

An Assignment is an extended piece of work requiring both in-school and out-of-school time for completion. **This includes written, practical and oral presentations of any type.** At Cleveland District State High School, the assignment will consist of **two mandatory stages.**

### Stage 1: The Draft

Due at least one (1) week in advance of finished assignment.

**Electronic Draft:** Submitted directly to classroom teacher's MIS email or submitted electronically online as directed.

**Paper Draft:** Two copies are required to be submitted to the classroom teacher. One copy will be returned with corrections to the student.

### Stage 2: The Final Assignment

**Due date:** The week after Stage 1. Student to hand in final copy plus any draft plans etc. If written texts are required for orals they are all to be submitted on the due date.

Not Completed

Completed

Completed

Not Completed

### Years 7, 8 and 9

- Teacher sends email, phone call or sends letter to parent/guardian advising of the failure to submit the draft.
- Student given lunch detention/s to complete the draft if not submitted the following morning.
- Failure to attend lunch detention will result in afterschool detention.

Not completed  
↓  
refer to HOD

### All Year Levels

- Student to complete assignment under supervised conditions during lesson (Draft used as supplementary evidence). Assignment collected and marked.
- Absence on day – contact **must** be made with the office or directly with the classroom teacher by the parent/guardian. Assignments may be submitted to the office by someone other than the student and a receipt will be issued.
- If **no contact** is made, the **draft** will be marked.

### **Extenuating Circumstances/Special Provisions**

Should unforeseen and difficult circumstances occur, the student is expected to see the relevant **Head of Department:**

- **Before** the due date of the draft or final assignment.
- With a note, phone call or email from parents/guardian.
- Notes/preparation material **must** be shown to the HOD when applying for an extension.
- **NB** Computer and printer malfunctions, in most cases, are not valid reasons for extensions.

### **Difficult circumstances include:**

1. Extended absence due to illness supported by a medical certificate or parental/guardian communication.
2. a. Absence due to illness, bereavement.  
b. Special circumstances on or leading up to the due date.

**These are to be supported by a medical certificate or through parental/guardian communication.**

### **Special Consideration**

Where conditions are extensive and seriously affect learning and assessment, students should apply for Special Consideration.

1. It is the responsibility of the student and/or parent /guardian of the student to request Special Consideration in respect to assessment.
2. Students should approach the guidance officer or year level deputy with requests for Special Consideration. The student should complete a request form for the subject(s) for which consideration is requested and, where possible, documentary evidence should be provided. The guidance officer will interview the student and give any appropriate comment on the application form. Procedures to be followed in the case of absence for assessment are already established.
3. Pertinent information will be passed on to the relevant Head(s) of Department and the class teacher, who will consider the student's

## Assignment Rationale and General Guidelines

### Rationale:

- The assignment is a valuable part of student assessment, as it is an extended piece of writing not under supervised conditions.
- It develops independent learning and student responsibility and, as such, must be the student's own work.
- Assignments contribute to overall results /ratings in all year levels.

### Student Responsibility

#### Student Responsibility

- Ensure that all work submitted is the student's own work. Plagiarism is **not** acceptable. This includes copying of any work or the ideas of others from any source e.g. the Internet, books, magazines. Assignments that are plagiarised will not be accepted. Students will be directed to resubmit the assignment and the resubmit will be treated as a late submission. Plagiarism will be reported to Administration and disciplinary consequences may also apply.

#### Student Responsibility

- Complete Stage 1 (draft) and Stage 2 (final assignment) of the assignment on time and submit all drafts and notes to the subject teacher.
- Contact the HOD as soon as possible if extenuating circumstances arise for which an extension may be granted. This must be done before the due date for either Stage 1 or Stage 2.

#### Student Responsibility

- Ensure that any work completed on your computer at home is done using compatible programs and transferred to school using reliable technology such as memory sticks.
- Acknowledge any work that is referred to. See Methods of Referencing in the student diary.

## Assignment Rationale and General Guidelines cont'd

### Teacher Responsibility

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- Ensure that assignment loads are reasonable and that the amount of time allocated in class is a reflection of the time and effort needed to complete the task.
- Ensure that assignments do not impose significant cost to parents/guardians.
- Ensure that adequate resources are available and accessible to students. Contact the Teacher/librarians and HOD prior to setting the task.

#### Teacher Responsibility

- Ensure all the processes are taught and then assessed developmentally.
- Allow sufficient time for planning, research, writing and re-writing and final presentation so the majority of students have the opportunity to achieve at least a Sound level.

#### Teacher Responsibility

- Set due dates that will be adhered to for both Stage 1 and Stage 2. HODs must be consulted before any date changes can be made.
- Provide task details, the due dates of both stages, conditions for the assignment and evaluation criteria to the students in ample time for them to complete both stages of the task by the due dates.

# The Exam Process

## Definition – Examination

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place. Students will be notified well in advance about the dates, time and type of test whether they are formative or summative in nature. An assessment planner will be provided.

**Student sits for exam on the date set.**

## Absence for exam:

- Advance notice of absence e.g. family holiday, specialist appointment. *Please note, the student generally will not be permitted to sit for an exam prior to the remainder of the group.*
- Sickness on the day.
- Major family emergency e.g. serious ill health of close relatives, funeral.

## Parent/Guardians must:

- Notify the school in advance of family holidays etc
- Telephone or email the school on the day of the test for sickness or exceptional circumstances.

## Student must:

- Report to the subject teacher immediately on return to school with documentary evidence to support absence.
- Report to the HOD with documentary evidence if the school was not contacted on or before the day of the exam.
- If Special Provisions are required, the normal procedure is to be followed.
- If parental/guardian contact is not made or documentary evidence (such as a medical certificate) cannot be provided, the student will be required to sit the test but it will be treated as a late submission.

## Exam marked and recorded.

**NB.** Treated as a late submission if sat after the due date without parental/guardian contact and/or documentary evidence.

Student will sit for any missed exams under supervised conditions immediately on return to class.