Assessment Policy

Assignments
1. Early in each term students will be issued with a term assessment schedule. Students will be directed to write these due dates in the term planner provided in the student’s school diary to help students time-manage appropriately.
2. The subject co-ordinator will issue a specific compulsory draft date and final due date that has been approved by the Head of Department.
3. All assignments must be submitted to fulfil the requirement of each semester course. It is a student’s responsibility to meet assessment dates and requirements.
4. Students are to complete assignments utilising information outlined in assignment task sheets.
5. The submitted assignment must be the student’s own work.
6. Referencing is to be in accordance with “A Guide to Referencing” outlined in the Student Diary.
7. A compulsory draft will be submitted via Turnitin, where applicable. A hardcopy will be handed in directly to the teacher. Failure to submit will result in the student being required to attend monitoring session’s afterschool to complete the outstanding task.
8. To submit a Final Copy students in Years 8 – 12 or BYOD will submit their work electronically by the due date via Turnitin (see point 10) where applicable, to address the issue of authorship. A hard copy of the assessment with the task and cover sheet attached is also submitted at the specified location for the grade (eg. Office, library, etc.) by 1:55pm on the due date. A receipt of submission will be issued to the student.
9. Students in the Year 7 submit a hard copy of their assessment at the specified location with the task sheet attached by the due date but may be required to submit it via Turnitin.
10. Assignments need to be submitted via “Turnitin” to ensure there is no plagiarism. Details for this process are included in the “Why is referencing required?” on page 38 in the Student Diary.
11. Students absent on the due date must make arrangements to submit the assignment to the school office prior to 3:30pm on that day. This will be done by emailing the assessment to assessment@elanorashs.eq.edu.au. Absence is not a valid reason to not submit.
12. Extensions can only be granted by the relevant Head of Department but only prior to due date and only if circumstances are deemed appropriate. Application is to be via the Elanora SHS Application for assignment / exam extension form and relevant documentation is required (i.e. medical certificate).
13. In faculties that permit resubmission application is via the Elanora SHS Application for Resubmission form and must meet the criteria required on the form.
14. If, in the opinion of the Principal, it is considered necessary, students who fail to complete assignment requirements may be required to undertake other assessment items which will fulfil the same objectives. This is decided in consultation with the Principal.
15. Students in Years 11 and 12 will be required to attend school on their Learning or Earning Day (Friday) to complete outstanding assessment or VET competencies.
16. Parents are required to speak personally with the Principal or Deputy Principal to discuss any relevant circumstances not included above.
17. Internal Assessment marks, for Year 11 and 12, that are awarded by the school are not finalised until approved by the QCAA.
**Plagiarism**
Plagiarism involves students submitting the work of others as their own, without the appropriate acknowledgement or referencing of the original work.

Examples of plagiarism include:
1. 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, websites or other students’ assignments).
2. Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgement of the original work or works in the form of referencing.
3. Copying computer files in whole or in part without indicating their origin.
4. Submitting work which has been produced by someone else on the student's behalf, as if it were the work of the student.

When it has been established that a student has submitted plagiarised work for assessment, credit will only be given on their own work. If the whole task has been plagiarised, it will be treated as a non-submission. The student may receive additional consequences as per the Responsible Behaviour Plan for Students.

**Tests / Exams / Practical Assessments**
When a student is unable to sit for a test due to illness or circumstances beyond the student’s control, for example illness, bereavement:
1. Student is required to contact the school – 55684333 to advise of non-attendance.
2. Upon return to school, the student provides a medical certificate or note from parents detailing reason for absence and presents it to the Head of Department.
3. The Head of Department will arrange for test to be completed in the next available lesson.

When a student is unable to sit for a test due to a known acceptable absence
1. Student to notify Head of Department prior to leave of absence utilising the Elanora SHS Application for extension exam/assignment form.
2. The Principal, Deputy Principal or Head of Department can grant this deferred test in special circumstances.
3. Marks awarded by the school are not finalised until approved by the QCAA.

**Penalty for Unfair Practices**
- Any student who uses unfair means in an exam will be required to sit an additional exam. The reasons for the alternative exam will be noted on the student’s profile and parents advised. The student may receive additional consequences as per the Responsible Behaviour Plan for Students.

**Consequence for Late and or Non-Submission of Assessment**
(This does not apply to situations where special provisions apply – see below).
1. In cases where students do not submit a response to an assessment by the due date, judgements will be made using evidence available on or before the due date.
2. A standard can only be awarded where evidence has been demonstrated. In cases of non-submission and where there is no evidence of work observed by the teacher before the due date, a result will not be awarded. (Reference: QCAA July 2015 - The A-Z of Senior Moderation)

**Special Provision**
Special provision may be granted in cases where adjustments need to be accommodated in order to give a student an equitable opportunity to demonstrate their knowledge and skills. To be granted special provision the student and/or parents (caregivers) need to make an appointment with the Guidance officer or Principal prior to any due dates.

**Legislation and Policies Related to Assessment**
- Late submission and non-submission of student assessment in Authority subjects and Authority-registered subjects (QSA, January 2009)
- Policy on Special Provisions for School Based Assessment in Authority subjects and Authority-registered subjects (QSA, January 2009)