School assessment policy

Elanora State High School

Scope

This policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE). The framework for the policy is developed from the *QCE and QCIA policy and procedures handbook* available from www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019 and applies to Applied, Applied (Essential), General, General (Extension) subjects, and Short Courses in the senior school and across all faculties and all year levels in the junior school.

Purpose

Elanora SHS is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards summative assessment completion for the QCE.

Principles

Elanora State High's expectations for teaching, learning and assessment are grounded in the principles of academic integrity and excellence. The following principles form the foundation of beliefs about assessment practices.

Assessment includes any examination, practical demonstration, performance or product that allows students to demonstrate the objectives as described by the senior syllabus and the achievement standards outlined by ACARA.

Assessment should be:

- aligned with curriculum and pedagogy

- equitable for all students

- evidence-based, using established standards and continua to make defensible and comparable judgments about students' learning

- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning

- transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made

- informative of where students are in their learning.

High-quality assessment is characterised by three attributes:

- validity, through alignment with what is taught, learnt and assessed

- accessibility, so that each student is given opportunities to demonstrate what they know and can do

- reliability, so that assessment results are consistent, dependable or repeatable.

Promoting academic integrity

Elanora State High School (ESHS) and QCAA promotes academic integrity. Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical way. Teachers, parents/carers and others who support students in their learning must adhere to the guidelines for academic integrity. The following whole-school procedures support this endeavour.

QCE and QCIA policy and procedures handbook	Policy and procedures
Location and communication of policy	The school assessment policy is located on the school website at https://elanorashs.eq.edu.au/our-school/rules-and-policies and in the school prospectus. All questions regarding this policy should be directed to the Head of Department – Senior School. To ensure the assessment policy is consistently applied, it will be revisited at the beginning of each semester in form classes. Relevant processes will be revisited: • at enrolment interviews • during SET planning • when the assessment calendar is published • when each task is handed to students • in the newsletter and by email in response to phases of the assessment cycle.
Expectations about engaging in learning and assessment Section 1.2.4 Section 2 Section 8.5.1	Elanora SHS has high expectations for academic integrity and student participation and engagement in learning and assessment. Junior students are expected to engage and develop the skills required to successfully complete high school with a Queensland Certificate of Education (QCE). Students become eligible for a QCE in senior school when they have accrued the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements. Students are required to complete all course and assessment requirements on or before the due date for their results to contribute credit to the QCE. **Student responsibility** Students are expected to: • engage in the learning for the subject or course of study • produce evidence of achievement that is authenticated as their own work • submit responses to scheduled assessment on or before the due date. To emphasise the importance of sound academic practices, staff and students will complete the QCAA academic integrity courses.
Due dates Section 8.5.2 Section 8.5.3	**School responsibility** Elanora SHS is required to adhere to QCAA policies for gathering evidence of student achievement on or before the due date. Every student will be provided with either a hard or electronic copy of the assessment task at the beginning of the assessment period. Every student will be provided with a copy of the assessment task at the beginning of the assessment period. Due dates for final responses, checkpoints and drafts will be published on the task sheet. These due dates will also be available in the assessment calendar. All students will receive their assessment schedule by the end of Week 3.

The assessment calendar will:

- align with syllabus requirements
- provide sufficient working time for students to complete the task
- allow for internal quality assurance processes
- enable timelines for QCAA quality assurance processes to be met
- be clear to teachers, students and parents/carers
- be consistently applied
- be clearly communicated by the end of Week 3 each term
- give consideration to allocation of workload.

Student responsibility

Students are responsible for:

- recording due dates in their diaries
- planning and managing their time to meet the due dates
- informing the school as soon as possible if they have concerns about assessment load and meeting due dates.

Failure to meet draft due date or submits an unsatisfactory draft

Where a student has failed to meet the draft due date or submitted an unsatisfactory draft:

- The teacher makes contact with the student's parent/carer (phone call/sms/email) as soon as practical and records the contact on OneSchool.
- Where appropriate, the student will be provide with one scheduled opportunity to complete a draft submission. This session will be supervised but unaided.
- Refusal to submit a draft will be consider a breach of ESHS Responsible Behaviour Plan and will be referred to the year level Deputy Principal via OneSchool.
- If the student is absent on the draft due date, the student must submit a draft on the first day of their return to school.

Failure to meet final assessment due date

Where a student fails to meet an assessment's due date, Access Arrangements and Reasonable Adjustments (AARA), including Illness and Misadventure may apply (see Section 5. AARA Including Illness & Misadventure). Where AARA or Illness and Misadventure does not apply, the following process must be followed:

- Class teacher makes contact with the student's parent/carer (phone call/sms/email) on the day the assessment was due.
- Class teacher provides names of non-submission to the Curriculum Head of Department.
- Student achievement will be awarded based on evidence gathered by the class teacher during the assessment preparation time, for example, draft work. This evidence must be available for quality assurance processes.
- Where no evidence exists, the student will receive a not-rated (NR) result. This decision is made in collaboration between the class teacher and the Curriculum Head of Department.

190531

	Additionally, for Senior Students:
	• The Curriculum Head of Department to notify the Year Level Deputy Principal and Head of Department for Senior School via email.
	• The Year Level Deputy Principal/HOD Senior School will interview both student and parent when a student's QCE is at risk.
Submitting, collecting and storing assessment information Section 9	Assessment instruments will provide information about the ESHS arrangements for submission of draft and final responses, including checkpoint, due dates, conditions and file types. All assessment evidence, including draft responses, will be submitted, in hard copy and electronically, via Turnitin, by their due date. **Hard Copy Submissions** • Year 7 - 9 submission of written assignments will be to Administration Officer in the HUB. • Year 10 - 12 submission of written assignments will be to Student Services Window (Administration Building) • Students must submit a hard copy of the assessment, with the task and cover sheet attached and annotated draft, by 1:55pm on the due date. • Students are not permitted to use class time to submit assignments. • On submission of the assessment the student will receive receipt confirming the date, time received, the name of the assessment and the name of teacher who has set the assessment. • This is the student's verification that the assessment has been submitted and should be kept. • A parent or another student is able to submit an assignment for another student if he / she is unable to do so on the due date. They too will receive the receipt confirming lodgement. **Electronic Submission - Turnitin** • Teacher will provide students with Turnitin details to submit. • Students will submit their work electronically by 1:55pm on the due date, via Turnitin, to address the issue of authorship. • Details for this process are included in the "Why is referencing required?" on page 38 in the Student Diary. • Draft and final responses for all assessment will be collected and stored in each student's folio. Live performance assessments will be recorded and stored as required for QCAA processes. All evidence used for making judgments is stored as described in the ESHS teacher handbook.
Appropriate materials Section 7.1 Section 8.5.3	ESHS is a supportive and inclusive school. Material and texts are chosen with care in this context by students and staff.

School assessment policy v.1
Elanora State High School

https://elanorashs.eq.edu.au/our-school/rules-and-policies
January 2023

Page **4** of 11

190531

Ensuring academic integrity

ESHS has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

Internal assessment administration

QCE and QCIA policy and procedures handbook	Policy and procedures
Scaffolding Section 7.2.1	Scaffolding for assessment helps students understand the process for completing the task. Scaffolding will: • maintain the integrity of the requirements of the task or assessment instrument • allow for unique student responses and not lead to a predetermined response. Across the phases of learning, students will gradually be given more responsibility for understanding the processes required to complete their tasks.
Checkpoints Section 8.5.3	Checkpoints will: • be detailed on student task sheets • monitor student progress • be used to establish student authorship. Students will work on assessment during designated times and show evidence of progress at scheduled checkpoints. Teachers will use these checkpoints to identify and support students to complete their assessment. Heads of departments and parents/carers will be contacted, via email, if checkpoints are not met. **All Students** • All students are responsible for submitting both draft and assessment items on or before the due date. • All students are responsible for arriving on time on the due day for examinations, unless an AARA has been formally arranged. • All students must show academic integrity. • Evidence collected at checkpoint can be used to make a judgement about student achievement if a final copy if not submitted.
Drafting Section 7.2.2 Section 8.3	A draft is a preliminary version of a student's response to an assessment. The quality of a draft should be a response that is nearing completion. Drafts can also be used to authenticate student work. Teachers and other participants in the teaching, learning and assessment process play a significant role in providing feedback on draft student responses. Drafting is a key checkpoint. Types of drafts differ depending on subject, e.g. written draft, rehearsal of a performance piece, or a product in development.

	Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons.
	Feedback on a draft is:
	• provided on a maximum of one draft of each student's response
	• a consultative process that indicates aspects of the response to be improved or further developed
	• delivered in a consistent manner and format for all students
	• provided within one week of a submission of a draft.
	The form the feedback takes is at the discretion of the teacher. Some possible strategies include:
	• written feedback
	• verbal feedback
	• summary of feedback and advice to the whole class
	Feedback on a draft must not:
	• compromise the authenticity of a student response
	• introduce new ideas, language or research to improve the quality and integrity of the student work
	• edit or correct spelling, grammar, punctuation and calculations
	• allocate a mark.
	A copy of the feedback will be stored with a hard copy of the draft in the student's folio.
	Parents and caregivers will be notified by email about non-submission or unsatisfactory drafts and the processes to be followed.
Managing response length Section 7.2.3	Students must adhere to assessment response lengths as specified by syllabus documents. The procedures below support students to manage their response length.
	• All assessment instruments indicate the required length of the response.
	• Teaching and learning programs embed subject-specific strategies about responding purposefully within the prescribed conditions of the task.
	• Model responses within the required length are available.
	• Feedback about length is provided by teachers at checkpoints.
	After all these strategies have been implemented, if the student's response exceeds the word length required by the syllabus, the school will:
	• Mark only the work up to the required length, excluding evidence over the prescribed limit.
	• Annotate any such student work submitted for confirmation purposes to clearly indicate the evidence used to determine a mark.
Authenticating student responses Section 7.3.1	Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work.
	ESHS uses the authentication strategies promoted by the QCAA. The authentication strategies will be specified on assessment instruments.
	In cases where a student response is not authenticated as a student's own work, procedures for managing alleged academic misconduct will be followed.

190531

Access arrangements and reasonable adjustments, including illness and misadventure (AARA) Section 6	**Applications for AARA** ESHS is committed to reducing barriers to success for all students. AARA are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment. ESHS follows the processes as outlined in the *QCE and QCIA policy and procedures handbook* available from www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019. ESHS AARA policy can be found on the school website. The Guidance Officer/HOSES manages all approval of AARA for students. All AARA applications must be accompanied by the relevant supporting documentation (outlined in Section 6.5.1) and made as far in advance as possible to meet the QCAA published timelines. All evidence used to make decisions is recorded in OneSchool and hard copies to the student's file by the guidance officer. Students are not eligible for AARA on the following grounds: • unfamiliarity with the English language • teacher absence or other teacher-related issues • matters that the student could have avoided • matters of the student's or parent's/carer's own choosing • matters that the school could have avoided. **Applications for extensions to due dates for unforeseen illness and misadventure** Students and parents/carers must contact the guidance officer as soon as possible and submit the relevant supporting documentation. Copies of the medical report template, extension application and other supporting documentation are available from the school website.
Managing non-submission of assessment by the due date Section 8.5	Teachers will collect progressive evidence of student responses to assessment instruments at the prescribed checkpoints. The checkpoints on the instrument-specific task sheets provide details of the evidence that will be collected. In circumstances where students are enrolled in a subject but do not submit a final response to an assessment (other than unseen examinations) and where evidence of student work: • provided by the student for the purposes of authentication during the assessment preparation period is available, teachers make judgments based on this • was not provided by the student on or before the due date as specified by the school and no other evidence is available, 'Not-Rated' (NR) must be entered in the Student Management system by the date published in the SEP calendar. In circumstances where a student response is judged as NR, the student will not meet the requirements for that subject.

190531

Internal quality assurance processes Section 8.5.3	The ESHS quality management system ensures valid, accessible and reliable assessment of student achievement. This includes: • quality assurance of all assessment instruments before they are administered to students using quality assurance tools provided by the QCAA • quality assurance of judgments about student achievement. All marks for summative internal assessment for General and General (Extension) subjects are provisional until they are confirmed by the QCAA. Results for Applied and Applied (Essential) subjects and Short Courses may be subject to advice from the QCAA.
Review Section 9.1 Section 9.2 Section 9.5	The ESHS internal review processes for student results (including NR) for all General subjects (Units 1 and 2), Applied subjects, and Short Courses is equitable and appropriate for the local context. Teachers will provide feedback on completed work. The form it takes is at the discretion of the teacher. Some possible strategies include: • written feedback • verbal feedback • summary of feedback and advice to the whole class Copies of written examinations will not be available to take home to ensure the academic integrity of the assessment.

External assessment administration

QCE and QCIA policy and procedures handbook	Policy and procedures
External assessment is developed by the QCAA for all General and General (Extension) subjects Section 7.3.2 Section 10.3 Section 10.4 See also: *External assessment — administration guide* (provided to schools each year)	See the QCE and QCIA policy and procedures handbook (Section 7.3.2) and follow the External assessment — administration guide for processes, roles and responsibilities of the school external assessment (SEA) coordinator, teachers and students.

School assessment policy v.1
Elanora State High School

https://elanorashs.eq.edu.au/our-school/rules-and-policies
January 2023

Page **8** of 11

190531

Managing academic misconduct

ESHS is committed to supporting students to complete assessment and to submit work that is their own, and minimising opportunities for academic misconduct. There may be a situation when a student inappropriately and falsely demonstrates their learning. The following are some examples of academic misconduct along with the procedures for managing them:

Types of misconduct		Procedure
Cheating while under supervised conditions	A student: • begins to write during perusal time or continues to write after the instruction to stop writing is given • uses unauthorised equipment or materials • has any notation written on the body, clothing or any object brought into an assessment room • communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.	**For instances of academic misconduct during examinations** Students will be awarded a Not-Rated (NR). See the QCE and QCIA policy and procedures handbook (Section 8.5.1 and Section 8.5.2). Where appropriate, the school's behaviour management policy will be implemented.
Collusion	When: • more than one student works to produce a response and that response is submitted as individual work by one or multiple students • a student assists another student to commit an act of academic misconduct • a student gives or receives a response to an assessment.	**For authorship issues** When authorship of student work cannot be established or a response is not entirely a student's own work the school will provide an opportunity for the student to demonstrate that the submitted response is their own work. **For all instances of academic misconduct** Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus, on or before the due date.
Contract cheating	A student: • pays for a person or a service to complete a response to an assessment • sells or trades a response to an assessment.	
Copying work	A student: • deliberately or knowingly makes it possible for another student to copy responses • looks at another student's work during an exam • copies another student's work during an exam.	However, in certain case a comparable assessment may be issued. Academic misconduct is a breach of the schools Responsible Behaviour Plan which will be applied to each case.

190531

	Types of misconduct	Procedure
Disclosing or receiving information about an assessment	A student: • gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment • makes any attempt to give or receive access to secure assessment materials.	Students will be required to be undertake a re-induction of the QCAA Academic Integrity Courses.
Fabricating	A student: • invents or exaggerates data • lists incorrect or fictitious references.	
Impersonation	A student: • arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment • completes a response to an assessment in place of another student.	
Misconduct during an examination	A student distracts and/or disrupts others in an assessment room.	
Plagiarism or lack of referencing	A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audiovisual material, figures, tables, design, images, information or ideas).	
Self-plagiarism	A student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.	
Significant contribution of help	A student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response.	
Use of AI Programs (Eg Chat GPT)	Students are prohibited from using AI programs (such as Chatbots) or any other automated means to complete or perform academic tasks unless otherwise directed by their teacher. In this instance, the use of AI or other technology to assist in the completion of assignments must be disclosed and approved before submission.	

190531

Types of misconduct	Procedure
The School reserves the right to monitor and detect the use of AI and other automated means for academic tasks, and to take appropriate action in response to violations of this policy.	

Related school policy and procedures

Refer to other school policies as appropriate:
- responsible behaviour plan
- appropriate use of electronic devices and resources policy
- internal moderation policy (including school procedures for endorsement and confirmation)
- teacher handbook.