



<b>PROCEDURAL GUIDELINES PAPER</b>	
These guidelines, notes or procedures should be read in conjunction with the following Policy Statement.	
<b>POLICY NAME</b>	Assessment
<b>POLICY CODE</b>	C

### **PREP – YEAR 6**

A.B. Paterson College values the importance of providing a balanced and effective assessment regime that meets the educational needs of each child. This assessment will assist teachers and the College in monitoring the progress of students, adjusting learning programs to ensure all students have the opportunity to achieve the intended outcomes, and reporting student achievement to parents. Assessment procedures must, therefore, be fair, valid and reliable. The key purpose of this policy is to ensure fairness to all students and provide clarity as to College expectations for assisting our students.

The two key features of ongoing assessment as defined by the *Teaching for Understanding* framework are:

- Establishing the assessment criteria by referring to rubrics
- Providing feedback to allow students to improve their understanding.

Ongoing feedback is a key element that is valued at the College.

- The purpose of ongoing feedback is to allow our students to develop their understanding of the subject specific skills, concepts and principles and make improvements to their assignment response.
- Providing ongoing feedback is a consultative process, not a marking process. Teachers will be using the rubric to enable students to understand the marking criteria as a part of the feedback given.

Ongoing feedback may include the following:

- One-on-one conferencing with the student
- Small group conferencing
- Whole class advice
- Peer feedback
- Written
- Oral
- Auditory
- Self-reflection



Ongoing feedback may contain information about:

- The structure of the work piece
- Language and textual features
- Purpose and audience
- Knowledge and Understanding of the subject
- Skills related to the subject

Students must complete the College's structured educational and assessment programme for a subject in order to be eligible to receive a grade, unless there are exceptional and justifiable circumstances.

### **CHEATING, COLLUSION AND PLAGIARISM**

1. Collusion is when a student submits work that is not their own for assessment.
2. Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. That is, a work is essentially copied.
3. Students shown to have cheated, colluded or plagiarised in assignments, or in examinations will be either: moved to an assessment grade which is below the expected year level standard in that subject, or will be required to resubmit the task and receive no more than an assessment grade at the year level standard.

### **SPECIAL PROVISION:**

The Director of Teaching and Learning – Junior School may modify assessment and examination requirements, in accordance with the Queensland Curriculum and Assessment Authority (QCAA) policy and procedure, and in conjunction with the Learning Support Co-ordinator, to enable a student with a permanent or temporary disability, or a student with specific diagnosis, to demonstrate achievement.

### **FINAL SUBMISSION**

1. The expected turn-around time for marking an assessment is two working weeks. Feedback will then be provided to students in a timely manner.
2. All assessment items may not be taken home by the student; however, parents/caregivers are welcome to make an appointment with the teacher to review the assessment.

### **LATE ASSIGNMENT & NON-SUBMIT PROCEDURES**

1. Assignments are due on the date specified. All assignments should be submitted to the appropriate teacher.
2. Regular progress checks will be made with students when working on assignments.
3. Where students are absent from school due to illness on the due date, the assessment is to be submitted upon their return to school.



4. Faulty technology is not considered a reason for non-submission without overwhelming evidence of work done and work lost.
5. If a student fails to submit an assignment and there is no cause for an extension, a detention will be set by the classroom, or specialist teacher whereby the student will complete their assignment and it is then submitted.
6. If a student fails to submit an assignment by the due date and receives a detention, the appropriate teacher will contact the parent via diary or by email.

#### **TEST AND MODERATION PROCEDURE**

1. If a student is absent due to illness, they will sit their assessment at the next possibility.
2. If a student is absent through unapproved leave, they will not be eligible to undertake this assessment at a later stage.