



PROCEDURAL GUIDELINES PAPER

These guidelines, notes or procedures should be read in conjunction with the following Policy Statement.

POLICY NAME	Assessment
POLICY CODE	C

YEARS 10-12

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.

In keeping with requirements from the Queensland Curriculum and Assessment Authority (QCAA), the following policy has been developed to ensure fairness and equity for all students.

An Assessment Calendar is provided to all students within the first two weeks of each Semester. Dates for all assessment items are clearly outlined in this document for all subject areas. It is the student's responsibility to ensure that all assessment items are submitted on, or by, the due date.

The assessment regime for a subject will be provided to students at the commencement of the course. This will include type of assessment, timing of assessment and relative weighting.

LATE ASSIGNMENT & NON-SUBMIT PROCEDURES

1. Assignments are due on the day specified. All assignments should be submitted to the appropriate DropBox and the linked Turnitin account. A hard copy of the draft may also be requested at the teacher's discretion.
2. If a student is unable to submit a final copy by the time stipulated, without legitimate cause for Special Consideration, then the student will have any previously submitted draft work marked. The draft work will be marked by the standards of the final criteria.
3. After drafting, and a period of consultation about the drafting comments, there will be no more assistance given.
4. Regular progress checks will be made during assignments, and any student failing to maintain satisfactory progress will be referred to the Head of Faculty for remedial action.
5. Where students are absent from school on the due date, the assessment item is still required to be submitted to the appropriate DropBox, or via email, by the due date.
6. Faulty technology is not considered a reason for non-submission without overwhelming evidence of work done and work lost. For this reason, consultation with the Director of Teaching and Learning will be necessary to ascertain if Special Consideration will apply. This will be at the sole discretion of the College.



DRAFTING PROCEDURES

1. Drafts are due on the day specified. All drafts should be submitted to the appropriate DropBox and Turnitin. A hard copy of the draft may also be requested at the teacher's discretion.
2. The management of monitoring a student's progress in the drafting process is primarily the responsibility of the subject teacher. The subject teacher is expected to be aware of each student's progress in the drafting phase of the assignment development.
3. A student may be placed on an afternoon detention to complete a draft. Parents will be informed in advance if this action is deemed appropriate.
4. Every student is required to hand in the allowed number of drafts as specified. This is a College expectation and is a non-negotiable obligation of the student.
5. In Year 10, there is no prescribed limit to the detail which a teacher may provide a student in the drafting comments.
6. In Year 11, the QCAA policy regarding 'increasing independence' indicates that teachers provide feedback that is more focused on concepts, rather than editing and content.
7. In Year 12, feedback will only focus on the conceptual processes and ideas, although students may clarify feedback given on their draft to ensure understanding via conferencing. Such conferencing will focus only on the contents of the draft and must be only of a conceptual nature.
8. The feedback provided to students in the drafting process will be clear and enable the student to engage effectively in the process of improvement.
9. Drafts should be returned to students within two weeks, and at least one weekend will be scheduled between the receipt of the draft and the due week of the final assignment copy.
10. During the drafting process, and in the feedback provided, teachers will refer to the QCAA criteria and use it as a scaffold for the feedback provided.
11. If a student fails to submit a draft, and there is no cause for Special Consideration, a detention will be set by the classroom teacher and the student given 24 hours to submit a draft.
12. On sighting a draft assignment, if it clearly exceeds the specified word limit, it will be returned to the student unmarked and 24 hours given to rectify and resubmit.

FINAL SUBMISSION

1. The expected turn-around time for marking an assessment is three working weeks. Feedback will then be provided to students in a timely manner.
2. Year 10 assessment items may be taken home by the student, for a period designated by the teacher, to allow perusal of feedback. All files should be returned by the due date. Assessment items may only be taken home once the right of appeal has expired and no appeal has been lodged.
3. Year 11 and 12 assessments will be stored in preparation for monitoring and verification portfolios.



APPLICATION FOR REVIEW OF A GRADE

After the scripts have been returned to the students, every student has a right to appeal the grade. The appeal process will be overseen by the Head of Faculty in conjunction with the Director of Teaching and Learning. All appeals should be made within **five** working days of the mark being released.

Prior to launching an appeal, the student must conference with the teacher and formulate grounds for their appeal. The appeal must focus on the marking criteria and relate why the grade is being questioned.

A letter from the parent is required to initiate an appeal, stating the specific grounds for appeal.

EXAMINATIONS

1. Students should place all items not necessary for the completion of the exam/test at the front of the room, *before* they sit at their desks.
2. Once students enter the examination room, they are under examination conditions and absolute silence must be maintained. Talking or non-verbal communication, other than with the supervising teacher, will be deemed a serious breach of procedure.
3. Students are not to open the exam/test papers until told to do so.
4. During perusal time, a student may not touch any equipment, or write on any test response book or paper.
5. At the end of the exam, all students must respond quickly and simultaneously to the “Pens down” directive. The examination/test is not complete until all papers are collected and silence is to be maintained until collection is complete; any breach of this protocol will be deemed a serious breach of procedure.
6. No students are to leave the room until the examination/test time is complete.

PLAGIARISM

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples of plagiarism include, but are not limited to:

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, conference papers, websites or other students’ assignments) without clearly identifying their origin by appropriate referencing.
2. Closely paraphrasing sentences or paragraphs, from one or more sources, without appropriate acknowledgment in the form of a reference to the original work or works.
3. Using another person’s ideas, work or research data without appropriate acknowledgment.
4. Copying electronic files in whole, or in part, without indicating their origin.
5. Submitting work, which has been produced by someone else on the student’s behalf, as if it were the work of the student.
6. Producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student’s own, independent research.



The College will monitor the authenticity of each student's work. Plagiarism is a form of cheating. It is a serious offence and will be dealt with accordingly. Repeated instances of plagiarism may result in external suspension, in consultation with the Head of Senior School. Subsequent offences are referred to the Principal.

SPECIAL PROVISION:

Special Provision is a positive act of making reasonable adjustment to assessment requirements and conditions to ensure that assessment is equitable for all students. All students, including those with specific educational needs, should have opportunities to demonstrate their current knowledge and skill.

The application of Special Provision under the QCAA Guidelines applies specifically to Year 11 and 12, and to both Authority (OP Subjects) and SAS Subjects (non OP subjects).

It is the legal responsibility of the College and, therefore, the subject teacher to implement Special Provision under the QCAA Guidelines as appropriate.

There are two categories of Special Provision:

1. One in which a student's assessment conditions have to be adjusted because of a permanent condition affecting a student such as:
 - i. Disabilities, including learning disabilities, such as psychological, sensory motor and/or neurological;
 - ii. Students with specific educational needs, such as those arising out of socio-economic, cultural and/or linguistic factors;
 - iii. Students who have difficulty accessing learning;
 - iv. Students with different patterns of learning.

2. The second type of Special Provision occurs when a student may have had his/her learning disrupted for a short period of time. Examples of this may include:
 - i. Short to medium term illness or injury; or
 - ii. Short term absence due to external demands, such as representative sport, or interstate academic or cultural competitions.

Application for granting of Special Provision is overseen by the Director of Teaching and Learning. An application for Special Provision should be made to the Director of Teaching and Learning prior to the due date.

If an absence is for medical reasons, the student must produce a medical certificate for special provision to be considered.