

## **ASSESSMENT POLICY & PROCEDURES**

### **Rationale**

Assessment is a part of the teaching and learning process. The information gathered, informs the planning of future learning activities. Assessment styles can vary according to the nature of the individual learning area; however, assessment items can have common guidelines, formats and application of processes (procedures). This assessment policy and procedure document outlines the common guidelines, formats and application of processes (procedures) in classrooms for Years 7 to 12 at All Souls St Gabriels School. These common guidelines, formats and application of processes (procedures) ensure that both QCAA policies and the School Behaviour Management Policy are followed.

### **Scope**

This policy is to be used for all secondary school assessment items at ASSG.

### **Procedure**

For all assessment items:

1. Assessment conditions must be adhered to and will be provided on the task sheet of every assessment item. Conditions will have the Draft (or Progress Check) specific date (not week) and a specific Due Date (not week). A draft is required to be handed-in for all assessment items with a text / mathematical response.
2. A 'draft' is a body of evidence that is provided by a student in response to an assessment item. This should be a response that is nearly good enough to submit as a final copy. It is likely to be the student's second or third attempt at the assessment item.
3. The time for all responses to assessment items (draft / final copy) to be submitted will be no later than 4.00pm on the draft date / due date. If the subject for the assessment item has a timetabled lesson on the on the draft date / due date, the preference is to submit the response to the item directly to the teacher by the end of the timetabled lesson.
4. Teacher feedback on drafts can be either recorded verbal comments and / or recorded written / typed comments on the item response. Staff aim to give 7 clear days between draft feedback and the due date with no less than 5 days between draft feedback and the due date. Should there be less than 5 days, the HOD may give a discretionary extension to the due date and advise the Academic Dean; however, this is not the case for late submission of drafts with no extenuating circumstances.
5. All student responses to assessment items (except appropriately referenced sections) should be the student's own work. If plagiarism is detected the following steps are taken by the classroom teacher:
  - Entry recorded in PCSchool – Notification to Year Co-ord / HOD (Years 7 to 12) / Academic Dean (Years 11 & 12),
  - Parent / Guardians notified,
  - Sections of the item associated with the plagiarism will not be marked, and
  - A time will be organised for the student to complete the sections in question or the whole task under supervised conditions in a detention period supervised by the classroom teacher.
6. The ASSG referencing guidelines should be followed for all parts of the assessment item response not the direct work of the student.
7. The school publishes assessment dates in advance. Leave should not clash with assessment requirements. Should an assessment due date change (following negotiation with the HOD / Ac Dean – see below), this will be communicated to students and confirmed via email by the teacher. The new date is written in student diaries and communicated to parents / residential staff via email by the teacher.
8. Extensions for senior students (Years 11 & 12) may be approved by the Academic Dean only (HOD to be notified). Extensions for junior secondary students (Years 7 to 10) may be approved by the HOD. Application for extensions must be received at least 2 days before the draft date / due date.
9. Non Submission of a draft or final copy of a response to an assessment item by the due date (without a medical certificate or extenuating circumstances) will result in a series of steps undertaken by the classroom teacher:
  - Entry recorded in PCSchool – Notification to Year Co-ord / HOD (Years 7 to 12) / Academic Dean (Years 11 & 12),
  - Parent / Guardians notified, and
  - A time will be organised for the student to complete the task under supervised conditions in a detention period supervised by the classroom teacher.
10. QCAA policy on assessment for Authority and Authority-Registered subject will be followed at ASSG. This can be viewed at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

### **Related policies**

Code of Conduct, Behaviour Management Policy