

BOWEN STATE HIGH SCHOOL



ASSESSMENT POLICY 2008

Assessment involves many forms including:

- Written submissions
- Oral presentations
- Group (oral and written)
- Observation
- Practical performances or demonstrations

This policy is intended to cover all types of assessment in all subject areas across the school.

GENERAL POINTS

*The following policy is designed so that **all** students are treated fairly and equitably in relation to assessment.*

It is expected that students will complete **all** assessment in each of their subjects/units to allow them to successfully achieve learning outcomes/competencies/credit associated with each. A maximum of three assessment tasks will be required for each subject in the Middle School. The minimum number of assessment tasks required by QSA will be the maximum for students in each subject at Bowen High.

ASSIGNMENTS

1. Assignments must be the student's own work and proved to be so, through the first draft. The first draft must be attached to the final copy of your assignment. This will assist in verifying authorship.
2. If a student does not demonstrate adequate progress at a check or drafting date, the teacher must make a behavioural record of such, inform the HOD and student of inadequacies. The teacher must then try other measures to have the student complete the task. These measures could include supervising the student for lunch-time/after school detentions to complete the task, providing the student with materials relevant to the task so that they complete the task in their own time or in lesson time where they are separated from the class for the purposes of completion/genuine attempt at the task. The teacher must also inform the parent by a phone call or letter of what action has taken place and why.

Absence on the due date requires the following:

1. The work must be delivered to the school on the due date
2. Contact should be made with the school if the work cannot be presented.
3. Students in Years 11 & 12 must produce a medical certificate to support their absence on that day.
4. Absence due to bereavement or other special circumstances on the due date must be supported by written parental communication if it is not possible to send the assignment to school with a friend or relative.

5. If a student has had an extended absence prior to the due date, or a bereavement/family upset he or she may request an extension of the due date. All such requests are made to the HOD. If such a request is granted then the above conditions apply to the revised date. The required proforma should be used.
6. Any application for an extension of the due date must be made in advance if possible. Only in extreme circumstances verified by parents (e.g. unexpected illness) can an extension be requested on the due date. A parent letter **MUST** be received.
7. Due Date will be expressed as "The week beginning". The assignment is due on the last day of the week that a student has a lesson in the subject.
8. If a student is unable to complete an assignment because of extenuating circumstances, they will receive a "Not Rated". For year 11 & 12 students, this must be substantiated by some type of written communication eg medical certificate (health reasons), parent note (other). Students who do not submit their assignment (and have not had an extension approved) on the due date will receive a grade based on their first draft.
9. If a student does not complete an assignment task on the due date, he/she will be rated on the last draft submitted to the teacher. Like all other students (who submit the task) the defaulter will be rated according to the criteria which accompanied the task sheet. Evidence must be available to demonstrate why a student received a certain rating for any piece of assessment. Under no circumstances is an E standard to be awarded where there is no evidence to support this.
10. In the case of oral presentations, all students must hand in their written speech on the due date regardless of whether their presentation is on that day.

EXAMS

1. If a student is absent on the day of an exam, they must sit the exam the first day they return to school after the scheduled exam. Year 11 & 12 students must produce a medical certificate to be able to sit a late exam. If a student is unable to complete an exam, they must receive a "Not Rated".
2. Teachers will refer any suspected cases of cheating in exams to the HOD. This should also be recorded on the behaviour management database and parents will be notified.

PLAGIARISM

Plagiarism is where students submit the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples include:

- 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
- Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work/s

- Using another person's ideas, work or research data without appropriate acknowledgment
- Copying computer files in whole or in part without indicating their origin
- Submitting work which has been produced by someone else on the student's behalf as if it were the work of the student
- 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.

Teachers will advise students during the drafting process of any instances of plagiarism or suspected plagiarism in their assignment. Students will then be given the opportunity to re-write these sections of the draft.

If a student hands in a final copy of an assignment that a teacher suspects has been plagiarised, the teacher should request further evidence of that achievement through the submission of additional work. The student could be required to provide extra responses to tasks set by the teacher, under whatever conditions were considered necessary.

POSSIBLE REMOVAL OF CREDIT

For repeated non-submission of work, consideration needs to be given to whether a level of achievement can be awarded **at all** for a course of study if failure to submit assessment means that substantive requirements of the course have not been completed.

If a student is deemed to have not substantially completed a subject and been adequately assessed, the student may be notified that no result for that subject will be given. This notification must be done by the Principal and will include notification to parents or caregivers. In the Senior School, this notification will also include the QSA.

In the Senior School, where substantive requirements have been met, yet the assessment requirements outlined in the approved work program for awarding exit levels of achievement are incomplete, a student may still receive a level of achievement but consideration may be given to the number of semesters of credit awarded by the school for the particular subject. This notification will also include parents or caregivers and the QSA.

In either of the above cases, the student will be provided with a letter asking them to "show cause" as to why they should not have credit for the unit, semester or subject removed from their record.

CONSEQUENCES FOR BREACHING ASSESSMENT POLICY

Teachers are aware of the avenues available to students wishing to gain credit for assessment without putting in the effort required. They also have access to an internet program that will check for plagiarism in pieces of assessment. Any student caught plagiarizing an assignment or cheating in an exam will face severe consequences, which may result in an "E" rating for that particular piece of assessment.