



NOOSA  
CHRISTIAN COLLEGE  
COOROY

# Secondary Assessment Policy 2023

## Students and Parents

# Secondary Assessment Policy

## General Overview

Students must complete the course requirements in order to receive credit for the course and a level of achievement. Course requirements may include: class work, homework, practical work, assignments, oral presentations, folios and exams. Students are required to complete assessment tasks as part of their learning. Homework is usually an extension of class work. Assignments are longer tasks requiring students to work outside class time and are an important part of assessment.

Assessment tasks are set by subject teachers and provide students, parents and teachers with information about a student's progress. They provide information about a student's strengths and weaknesses so that programs can be put into place to improve learning outcomes. At exit, assessment assists in directing future student pathways. An assignment includes any written or practical work, oral or information technology presentation, which is part of the course of study and is partially completed outside the classroom. It contributes towards awarding levels of achievement.

Noosa Christian College's Assessment Policy is directed by the mandates of the QCE (Queensland Certificate of Education) and QCIA (Queensland Certificate of Individual Achievement) Assessment Handbook. Any clarification in regard to Senior assessment within Noosa Christian College's Assessment Policy will be referred directly to the Handbook (found at <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019>).

## 1.0 Assessment Calendar

Assessments will be published and shared with students and parents via SEQTA. The Assessment Title, Subject, Year Level and Due Dates will be clearly outlined for each subject.

To ensure students are treated fairly and equitably, all students must complete assessment tasks under the same conditions where possible, for example, same assignment preparation time, same time to complete a test (unless granted special conditions).

## 2.0 Assessments - Assignments

### 2.1 Task Sheets

Students will be issued with a task sheet and a criteria sheet for each assessment item via SEQTA. If students are unable to access SEQTA, they should contact SEQTA Coordinator.

### 2.2 Submission Format and Referencing

It is expected that students will type/word process all assessments where practical and include a footer with the following information: Student's name, subject, class and page number.

All assessment tasks should be:

- Arial, Calibri or Times New Roman font
- Size 12 font
- 1.5 line spacing
- 2.5 cm margins
- Bold headings
- APA referenced

## BIBLIOGRAPHIES AND REFERENCING

For the APA referencing guidelines, please visit:

<https://www.usq.edu.au/library/referencing/apa-referencing-guide>

## 2.3 Academic Misconduct

Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning. Refer to the QCE and QCIA handbook (published by QCAA) chapter 8 for further information.

### 2.3.1 Plagiarism and Consequences

Plagiarism is a serious offence. It involves using the work of others without acknowledging the source and attempting to claim credit for the work as your own. Students found plagiarising will receive heavy penalties. On each assessment task students will be asked to sign a Statement of Authenticity, acknowledging that the work they have submitted is their own.

Acts of plagiarism may involve:

- Where paragraphs, sentence(s) or significant parts of a sentence, which are copied directly, are not enclosed in quotation marks and appropriately acknowledged.
- Where direct quotations are not used but are paraphrased or summarised and the source of material is not acknowledged.
- Direct copying of another student's work. If students are assigned or permitted to work in a group on an assessment piece, but are required to submit individual assessment, then the work submitted by individuals should be original and entirely their own.
- Use of Artificial Intelligence (AI) technology to produce work.

When a draft containing plagiarism is submitted, students will be sent to Working Room to reproduce and submit the task under supervision.

For first and subsequent offences of plagiarism the section of work that is proven to not be the students' own work will not be marked. Remaining sections of work will be used to determine a result. Where plagiarism is evident only in the final task submitted, marks may be awarded from the draft version only.

*First Offence:* The Secondary Coordinator and the student's parents will be notified. Records will also be kept on SEQTA.

*Subsequent Offences:* The Secondary Coordinator and the student's parents will be notified. The student will incur an internal suspension and records will be kept on SEQTA.

## 2.4 Check/Due Dates

In order to facilitate students' time management in assessments, all students will be required to submit evidence of work in progress before the due date, at intervals determined by the teacher (check dates). The completion of the assessment should follow a process, which is supervised by the teacher, partly so that the teacher can check on authorship, give feedback and ensure that work is progressing.

- Students will be notified of check dates for assessments.
- Draft and/or processes will be sighted, assessed and feedback may be given, depending on subject conditions.
- If a draft/process is not sighted, the teacher will contact parents by email. Appropriate strategies will be employed to complete the assessment. All records are to be kept and then entered on the SEQTA database. If the student is unable to produce a draft, the student will be required to complete a draft under the direction of the Working Room teacher.
- If a final is not produced, the draft will be marked in its place. This is in accordance with the QCAA guidelines.

## 2.5 Student Absence

- **Senior School (Years 10 - 12)** students must attend at school on the day as well as the day before an assessment item is due, otherwise a medical certificate will be required. If a medical certificate is not provided, the draft will be marked and the achievement level recorded.
- **Middle School (Years 7 - 9)** students will require a parent/guardian to contact their subject teacher by email explaining their absence.
- Alternatively, if an assessment is due on the day of absence the student can have it delivered to the Administration Office or email it to the subject teacher by 9.00am at the latest on the same day. A hard copy of the assessment should be handed to the teacher when the student next attends school.
- If the student has failed to complete the task by the due date, the draft will be marked and the achievement level recorded. Parents will be notified.

## 2.6 Extensions

- Only the subject teacher and the Secondary Coordinator can give extensions. Extension request forms (see Appendix 1) must be submitted to the teacher at least three (3) days before the due date with evidence of progress such as preparation notes and/or the draft (Note: exceptional circumstances will be considered).
- Extensions will be granted where a legitimate reason exists:
  - Illness up to and including the due date - parents must make contact with the relevant subject teacher by the due date. A medical certificate is required for Years 11 and 12 students.
  - Special Circumstances (e.g. Bereavement). Parent contact needs to be made with the relevant subject teacher and Secondary Coordinator.
- **Technology failure is not** a legitimate excuse for not handing an assessment in on time. Failure of technology, computers, memory sticks, etc., is a part of life. Students must ensure that they keep drafts and backups of their progress throughout an assessment so that they can produce substantial evidence of their progress in the event of a failure of technology. Unless the student has evidence, Special Consideration and/or Extensions will not be granted.
- Students may apply for an extension in exceptional circumstances such as illness, bereavement or different learning requirements. Procrastination, poor time management, holidays, over commitment or paid work commitments are **not** legitimate reasons for being granted Special Consideration/Extension.
- Students must not assume that they will be granted an extension simply because they have applied. A response by the class teacher or Secondary Coordinator will be given within 24 hours.

## 3.0 Assessments - Group/Practical/Performance Tasks

- Assessment will take place in class time or at a time designated by the teacher in negotiation with the class/ cohort.
- Conditions should be made consistent so that no group is disadvantaged.
- Process work will be monitored during the preparation phase and feedback given, depending on subject conditions.
- If a student is absent on the date of the assessment:
  1. The student's parent/guardian is required to **contact the subject teacher by 9 am** on the day of the absence to notify.
  2. The student will negotiate with the subject teacher and other group members another date for assessment **on their first date of return** if time in the term allows.
  3. If no term time remains, students will be given a grade on their formative work. Other group members' results will not be penalised due to one student's absence.

## 4.0 Assessments - Tests/Exams

### 4.1 Exam Supervision

- All supervisors will actively supervise exam.
- No exam questions will be answered. Students will be referred to the conditions of the exam.
- If a student becomes ill during an exam, the paper should be collected and a note made on it by the supervising teacher.
- Any corrections or changes should be read to all students and displayed on the whiteboard in the exam room.

### 4.2 Cheating

- The source of the cheating will be removed.
- Exam supervisor will write on the student paper that cheating has occurred.
- The student will keep working.
- The subject teacher will note the information and report to the Secondary Coordinator immediately.
- The Secondary Coordinator will initiate discussions with parents and the student. Each case will be dealt with on an individual basis and records will be kept.

### 4.3 Student Absence

If a student is away on the date of an exam:

- The absence must be **justified by parent contact with the subject teacher by 9 am** on the date of absence. A medical certificate must be provided by Senior students.
- Students with a valid reason for being absent are required, on the day of their return to class, to negotiate with the subject teacher a date for the completion of the exam.

## 5.0 Loss of Credit

Units of Credit for the Queensland Certificate of Education (QCE) can be denied if students have not completed assessment of mandatory aspects of the syllabus or attended the required amount of class time.

If a student does not submit a final response to an assessment instrument on or before the due date, the draft will be marked as their final piece of work. If a student has no evidence of preparation and has not submitted a final task, a 'Not Rated' NR grade will be recorded. An NR grade will, in Year 11, result in the loss of one QCE credit point. A student may continue in that subject but if an NR result occurs in Year 12 the entire subject will be deemed as 'Not Rated'

## Contact

For further information, please contact:

### **Head of Secondary**

Daniel Pink

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### **Senior Curriculum Coordinator – Years 11-12**

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# Appendix 1

## Extension Form



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### Secondary Extension Form (excludes class tests)

A maximum of two working days extension may be sought for assignments (excluding class tests). This form is to be completed in duplicate (teacher copy, students copy) and submitted to the teacher in question, TWO working days before the original due date.

#### Personal Details

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Student's email address: \_\_\_\_\_

#### Assignment Details

Name of Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

I request an extension of time for lodgement of assignment \_\_\_\_\_ (task name) on the following grounds:

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#### Applicant's Declaration

I declare that the information provided on this form is correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent/Caregiver's Signature

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Teacher's Signature: \_\_\_\_\_ Date received: \_\_\_\_\_

Extension granted: yes / no \_\_\_\_\_ New due date: \_\_\_\_\_

Privacy - The information on this form is collected for the primary purpose of applying for extension in an assignment, which includes deciding whether your application will be granted and sending you related correspondence. If you choose not to complete all the questions on this form, it may not be possible for the school to process your application.



## Appendix 2



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### Statement of Authenticity

Student's Name:

Teacher's Name:

Subject:

Task Title:

Due Date:

- ✓ I confirm that while I may have had assistance in formulating ideas, this assessment is all my own work.
- ✓ I understand that my assessment may be checked for plagiarism, and that penalties will be applied if I have plagiarised.
- ✓ I have used the Noosa Christian College referencing guidelines to give credit to the words and ideas of others.
- ✓ I have not submitted this assessment for any other subject.
- ✓ I have not unduly assisted another student in the completion of this task.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_