

Policy 1**Assessment Policy****Application:**

This policy applies to all examinations, assignments and projects for all year levels that are used for either formative or summative assessment. Included are prepared oral presentations and other assessment items that involve prior notice and preparation outside school hours. Also included with special provisions as outlined below are assessment items such as Science Practical and Field Trip Reports, Industrial Technology projects and reports, folios of work and other similar items which do not fit the 'traditional' definition of an assignment but which form integral parts of the course in those subjects.

Throughout this document 'assignment' refers to those assessment items described above.

Guidelines for Burnett State College:

1. A copy of this policy will be issued to all students and discussed in home group meetings early in the year so that all are aware of their responsibilities. A copy will be available electronically on the College intranet, as well as the College Internet website.
2. All assignments are to be included on the assessment planner. All information relevant to a semester's assignments is provided as early as possible, with the overall assignment timetable for that semester given to students by the end of the third week.
3. Assignment load and length guidelines:

Assignment load will be monitored by the assessment planner. Assignment loads should be reasonable and balanced across different subject areas. Assignments should not impose significant cost on parents.

Word lengths for tasks will be determined by the relevant National Curriculum or QCAA Syllabus requirements and stated on all assessment tasks

4. Assignment policy implementation is to be monitored and overseen by the Heads of Department. The first contact person for students with problems involving assignments is the teacher of the subject. If problems cannot be resolved at this level, then the relevant Head of Department may need to be involved.

5. Sufficient in-class time under teacher supervision must be allocated to allow the majority of students an opportunity to attain at least a satisfactory standard for the task and to enable teachers to be able to verify the authorship of student work. For assignments involving research, a minimum overall time would typically be at least three – four weeks. This should allow for meaningful work to be completed before the check date and effective revision after. There needs to be sufficient time allowed for planning, research, writing, re-writing and final presentation.
6. The College uses the “Turnitin” online assignment submission system for all assignments which can be submitted as a suitable computer file. This system ensures that an accurate, independent record of exact submission time is available, as well as a reliable digital copy of the submitted work for backup and checking purposes. Students generally do still need to submit an appropriately presented printed copy of the work for marking and inclusion in their folio. The hard copy must be handed to a member of staff: to the class teacher during the lesson; to another teacher in the class teacher’s staffroom, if the class teacher is not available; or to the office staff if no-one is in the staff room. The date and time of submission will be documented.

Drafts may also be submitted using “Turnitin”, and this is the *recommended* procedure for at least one draft of each assignment, so that there is a reliable record of the submitted draft.

7. A regular review of this policy and its implementation is to be included as part of the normal school review processes.
8. Assignments should be used where they are a necessary and integral part of a program of work.
9. The process of preparing/researching and then producing/writing the type of assignment required should be modelled and/or taught explicitly for each assignment. This may be summarised on the assignment sheet (or separately) when students have already learned the required skills. Assignments should be suitable to the developmental level of the students, including their language development, and have options which cater for different student abilities
10. Teachers should ensure that adequate resources for the completion of assignments are available inside or outside the school, and that students can access them. Any assessment piece that is substantially copied will not be rated.
11. Where the process of researching and then producing an assignment includes multimedia sources eg. the Internet, computer software, CD-ROMs, etc. particular care should be taken in modelling the effective analysis and synthesis of information extracted from such sources, to ensure that no plagiarism occurs.
12. Students should follow the subject guidelines for referencing and bibliographies for all assignments in all subjects. There is a set of sample guidelines in the College diary.
13. Special types of assignments: Science and Industrial Technology reports, Home Economics projects, folios of work, etc.: because many of these items cannot be timetabled very far in advance, they will not be included on the assessment planner.
14. For these items, the 'draft check' is replaced by the teacher's class observations e.g. the Science skills check list used during experiments. The teacher in consultation with the Head of Department may allow extensions for these items, provided that the office has received a note explaining absences or special circumstances.
15. Oral presentations will be given a set due date in the assessment planner, and be included in the “Exams/Orals” column. All students should have their presentation ready on that date, even though some may not be able to be presented on that day.

16. Generally, teachers undertake to mark and return work within a maximum of two to three weeks.
17. Where students are absent for an exam, oral or other 'at school' assessment item, they need to supply appropriate documentary evidence regarding their absence, and arrange, out of class time, an appropriate time to make up that assessment task on return to school. Most such arrangements should be made in advance of the date of the assessment item.

Note that for Year 11 and 12 students appropriate documentary evidence in the case of illness will be a medical certificate.

18. Where a subject includes assessment of both assignment work and exams, there should be a break of at least two weeks between such items. If a subject assessment includes only assignments, then the last due week should be no later than the second last week of a semester.
19. Students are responsible for making backup copies of assignments and ensuring that the assignment is ready to submit on the Monday. A 'backup' may mean a paper copy/photocopy/USB flash drive copy. 'Loss' of an electronic copy or failure of equipment is not a valid reason for lateness, failure to submit, or granting of an extension. Teachers will ensure that students know how to make electronic copies (eg. on a USB flash drive, by email, etc.).

Academic Dishonesty:

Academic dishonesty is a serious breach of Burnett State College's Responsible Behaviour Plan for Students and Assessment Policy. This includes both cheating and plagiarism. Cheating involves situations where students gain an unfair advantage during testing situation. Cheating may include, but is not limited to the following offence:

- copying work from another student or allowing work to be copied;
- taking unauthorised notes/text into a test or exam;
- gaining, distributing or using a copy of an exam prior to the exam date;
- sharing details of questions on an exam with other students.

Consequences for Academic Dishonesty

Academic dishonesty encompasses both plagiarism and cheating, and is considered a high level breach of College rules and may attract the following consequences:

- The section of work that is proven to be a result of cheating or plagiarism will not be marked. Remaining sections of work will be used to determine a result.
- In cases where the entire work is proven to be a result of cheating or plagiarism, students will be required to resubmit work within 24 hours in order to meet assessment requirements. The Principal will determine what weight will be placed on the result for the resubmitted piece based on circumstances. The general principle is that, results would not be counted towards overall grades.
- If a student is suspected of cheating during an exam/test, the work completed should be removed immediately and annotated with time and details.

In all cases:

- Student and parents will be required to meet with the relevant HOD and Deputy Principal.
- Teacher is to record incident on "OneSchool".
- Next report card should be notated indicating breach (e.g. "Semester result has been influenced by academic dishonesty during")
- As per Responsible Behaviour Plan, further consequences may include internal or external suspension, depending on the severity of the cheating or plagiarism.

Implementation of the guidelines:

1. A checklist will be maintained recording satisfactory or unsatisfactory work during class time on the assignment. Students will be kept aware of unsatisfactory performance.
2. The assignment draft or notes will be evaluated, recorded and commented on by the teacher during the drafting process with feedback to students.
3. Extensions will only be granted if class work has been satisfactory, the draft check date has been met, and if the application for the extension is made in the week prior to the due date. Extensions will be granted only by the Principal after consultation with the teacher. Extensions may only be granted in the due week, or some of the other conditions waived if truly exceptional circumstances exist. Students must apply for extensions using the form provided in Appendix 3.
4. ALL students in all year levels will hand in assignments digitally via Turnitin, and to teachers, HODs or the office **by 4:00 pm on Mondays**, unless special circumstances exist. This is to ensure that no students are advantaged unfairly by taking days off before an assignment is due.

Failure to meet this commitment will result in their mark being based on the draft or other work that has been completed to date (e.g. Draft work, teacher objective opinion, etc.).

QCAA Statement regarding Senior Authority Subjects:

This relates to students not submitting a response to an assessment instrument by the due date. The practice of awarding a lower standard as a penalty for lateness is not valid in a standards-based system of externally moderated school-based assessment. Judgments of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus. In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date. [Section 1.1 of "[A-Z of Senior Moderation](#)"]

Failure to meet commitments on a consistent basis will result in referral to Open Road program for support with regards to correcting poor time management issues.

ALL Students and Parents/carers at Burnett State College will sign an *Assignment Policy Form* stating that they have READ and UNDERSTAND the College expectations.

This will be collected and filed on the Student's Personal file in the Office.)
(New students entering the College will have this as part of their enrolment process)

5. Topic sheets, where possible, will be made available on the College intranet and Internet websites. Students are responsible for obtaining a copy if they misplace or lose their topic sheet.

Appendix 1: Application for extension.

Burnett State College

Application for Assignment Extension

The student applying for an extension should complete the first part only of this form, and then pass the form to their subject teacher for comments before submitting it to the College office.

Student name:		Year Level/Home	
Subject:		Teacher:	
Due date:		Date of application:	
Student's reasons for application:			
Student		Parent/Guardian	(or note attached)
Teacher (To be completed by the subject teacher)			
Date topic sheet was issued:		____/____/201__	
Date of check week:		Started Monday ____/____/201__	
Student's class work on assignment has been satisfactory:		Yes	No
Student submitted some work at check date:		Yes	No
Teacher comments/signature:			
Principal's comments/signature:			
Grant extension:	Yes No	Assignment to be submitted on or before:	____/____/201__

Student name:		Subject:	
Your request for an extension to the due date for your assignment:			
	Has been granted. You need to show your teacher this form as soon as possible so they know when to expect your assignment. The new date is: ____/____/201__		Has not been granted. You need to meet with your teacher as soon as possible to arrange to submit your work.
Principal's signature:		Date: ____/____/201__	

Guidelines relevant to granting extensions:

1. The assignment draft or notes will be evaluated and commented on by the teacher in the "Check Week", with feedback to students. A draft not presented by the end of the "Check Week" will not accrue any credit if the assignment is late or not submitted.
2. Extensions will only be granted if class work has been satisfactory, the draft check date has been met, and if the application for the extension is made before the start of the due week. Extensions will be granted by the Principal after consultation with the teacher. Extensions may only be granted in the due week, or some of the other conditions waived if truly exceptional circumstances exist. Students must apply for extensions using the form provided
3. The due week for an assignment begins on Monday of that week and ends on Friday. The assignment is due during the nominated week, and illness during that week will not exempt a student from the requirement to present work in that week. In the case of a Friday absence in the due week, the assignment should be sent to school via another method, or telephone contact made with the College by a parent/guardian to arrange delivery.
4. Students are responsible for making backup copies of assignments of assignments stored electronically. This may mean a paper copy/photocopy/floppy disk copy. 'Loss' of an electronic copy is not a valid reason for lateness, failure to submit, or granting of an extension.

Appendix 2: Task Management and Late Assignments/Orals

Q Why are some assignments submitted late (with no grounds for extension)?

- Students lack motivation, personal organisation, ability to prioritise
- Students don't understand or have the skills to do the task
- ...

Q Why are late assignments a concern for us?

- Students need to learn the importance of, and skills associated with, task management
- We need to ensure fairness of conditions for all students doing the task
- It is a significant inconvenience to chase and monitor late tasks

How we view "lateness"

Task management can and should be viewed as an integral part of a task.

Students should be monitored throughout the assessment period by using mandated check dates. At each check date the teacher can record progress against the criteria. In the case of non-submission, the teacher then has records they can use to make a judgement about the students work. Teachers should be making every effort to obtain some work from the student at each draft check date.

What do we do if a task is late?

If a student seeks to submit a task late, judgement cannot be made because the task conditions were not the same as those for other students. In this case, the student would then be allocated a result based on the latest check date. If there is insufficient evidence at that time, then the student work is, therefore, a "non-submission". The student runs the risk of not being able to be assessed for the semester as there has not been sufficient evidence on achievement in the general objectives of the course in that semester.

Q: If a student attends an exam and writes only his or her name on the paper, should an E-grade be awarded?

A: No. The student has not contributed to, or reflected achievement consistent with the E-standard as described in the syllabus or other curriculum document. An E grade is inappropriate, and the College should consider in its policies how valid judgments can be made about the student achievement.

Q: What about non-submission of assignments by the due date?

A: If the College has proactively monitored and managed student progress in assignments, there will be some evidence on which to base judgments of student achievement, such as drafts. In the absence of a final submission, draft material may provide sufficient evidence on which to base judgments on how well the student demonstrates stated criteria and standards. In this situation, the willingness on the part of the College to consider drafts should be seen as a cooperative, positive step if the school definition of 'timely' has not been satisfied.

BURNETT STATE COLLEGE

Assessment Policy Agreement form

THIS PAGE IS TO BE RETURNED TO THE BURNETT STATE COLLEGE MAIN OFFICE

The following agreement is validation that both Student and Parent/Guardian understand fully the guidelines and procedures involved with the Assessment Policy for ***BURNETT STATE COLLEGE***.

Student

- I have read in full and understand the above Assessment Policy guidelines for Burnett State College and accept that should I be in breach of any of the above guidelines, I understand that appropriate action will be taken by the College.
- For serious or repeated breaches of the College Assessment Policy, I understand that consequences for student actions will be determined through the College Behaviour management Plan which may include loss of academic accreditation, suspension or exclusion.
- I agree to adhere to the above guidelines as set down by College officials and Parents and Citizens Association of Burnett State College

(Student Name)

(Student Signature)

(Date)

Parent / Guardian

- I have read in full and understand the above Assessment Policy guidelines for Burnett State College and accept that should my Son/Daughter be in breach of any of the above guidelines, that appropriate action will be taken by the College.
- For serious or repeated breaches of the College Assessment Policy, I understand that consequences for my Son's / Daughter's actions will be determined through the College Behaviour management Plan which may include loss of academic accreditation, suspension or exclusion.
- I agree to support the above guidelines as set down by College officials and Parents and Citizens Association of Burnett State College

(Mother/Guardian Name)

(Mother/Guardian Signature)

(Date)

(Father/Guardian Name)

(Father/Guardian Signature)

(Date)

