



MARYMOUNT
College

Senior Assessment - Policy and Procedures

Marymount College is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards summative assessment completion for the QCE, being the two-year Senior school curriculum of Year 11 and Year 12.

Fairness and equity for all students

Updated October 2019

Preamble:

This policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE). The framework for the policy is developed from the QCE and QCIA policy and procedures handbook available from www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019 and applies specifically to all Senior school Applied, Applied (Essential), General, General (Extension) subjects, and Short Courses across all faculties.

It is assumed that the same conditions generally apply for Junior school curriculum, especially Year 10, the transition year into the two-year Senior program. The document informs other policy statements available, including the Student Record book, subject criteria task sheets and annual academic calendar publications; but especially the Supplementary Assessment Policy for Academic Integrity. This should be read in conjunction with this Policy and Procedures document.

1.0 Examinations and Practical Assessment

Any assessment instrument that has a scheduled time, either in an exam block or throughout the semester, is considered to fall under exam conditions. This includes, but is not limited to:

Examinations, Practical Exams/Assessment, Dance Performances, Drama Performances, Music Performances, Hospitality Functions, Oral Presentations, Debates, Speeches, Experiments, Mandatory Field Research including extended length i.e. camps.

Examination blocks dates are designated in the school calendar. Year 11 and 12 students may have a period of an examination block at the end of term. During these blocks, students are required to attend school only when an exam or session for their subjects is scheduled. This will enable students to study and prepare for examinations.

Examination Regulations

- No more than two examinations are taken by any student in any day. However a subject's exam may spill over into a second session.
- Attendance at examinations as scheduled is compulsory for all students. This includes all practical assessment i.e. drama assessment, oral presentations, speeches, debates, performances and all other forms of practical examination.
- It is not acceptable for a student to request a deferral to allow time to cover work missed through unexplained absence or absences that do not meet Special Provision guidelines.
- It is not acceptable for a student to request sit an exam at a later date/time i.e. after the scheduled time for unexplained absence or absences that do not meet Special Provision guidelines. Students who do not sit the exam at the scheduled time and do not meet Special Provision guidelines will have the exam recorded as a non-submission.
- Special Provision may be applied in consultation with the Assistant Principal - Senior Curriculum. Students must provide documentary evidence to apply for Special Provision. In almost all cases this is a Medical Certificate.

Examination Procedures

Absence from a Scheduled Exam Session

Should a student be unable to attend an examination as scheduled, either in a scheduled exam block or an assessment scheduled throughout the term, the following procedures must be followed:

1. Anticipated Absence i.e. prior knowledge of absence which meets requirements for special provision

- If it is anticipated that a student will be absent on the day of an examination or practical performance or assessment, for an approved reason e.g. medical, the matter must be discussed as early as possible with the APA - Senior Curriculum.
- If the student has a traineeship, is attending a College approved course i.e. Certificate III or is absent for a College approved excursion then the APA – Senior Curriculum must be notified. The exam is the student's first priority. Any concerns with this must be discussed prior to the assessment date with the APA – Senior Curriculum.
- Holidays are **not** approved under Special Provisions. All holidays or extended absences must (i) be requested through the Principal and (ii) be discussed with the APA – Senior Curriculum and Pastoral Coordinator. An examination scheduled during such an absence may result in a non-submission ruling. Some extended absences may have valid reasons and the assessment date may be rescheduled. This must be discussed prior to the absence dates with the APA – Senior Curriculum.

2. Illness or extenuating circumstances on the day of a scheduled exam

- If there has not been a prior explanation for absence on the day of an examination, the **APA - Senior Curriculum must be contacted, by a parent or guardian, before 8:45am that day**. A medical certificate or other documentation as discussed with the Assistant Principal – Senior Curriculum must be provided. The medical certificate or supporting documentation must be presented to the APA – Senior Curriculum as soon as possible as discussed or on the first day that the student returns to school. Subject teachers will receive notification from the APA – Senior Curriculum that a medical certificate has been submitted for the dates specified and the original will be filed in the student's file. An examination will be rescheduled for the student at a later date. Any later exam paper will automatically be adjusted to protect the integrity of the original paper.
- In cases of absence for an extended period of time, the APA - Senior Curriculum must be contacted. Students may risk achieving credit for the Semester / Unit's work if a significant time out of school is taken.

3. Failure to contact the College on the day of absence or to provide a valid reason

- In all cases, unless discussion has taken place with parent/caregiver and APA Senior Curriculum, the student must report to the **Student Administration Office before 8:30am on the first day back at school** and must discuss the matter with the APA – Senior Curriculum. A valid reason must be provided for absence on the day of the exam, including relevant documentation. Students must be prepared to take an alternative test or assessment that day if the reason meets Special Provision policy as specified by the QSA.
- Failure to produce a doctor's certificate or reason for absence could mean that a student is absent without cause on the day and therefore receives no credit for that particular piece of assessment. A substantive proportion of course requirements (minimum standards for academic proficiency set for the subject by the QCAA or by the College through the Academic Coordinator for that subject area) have to be completed to gain credit for the unit. The assessment will be treated as a non-submission.

2.0 Assignment Guidelines

Any assessment instrument that has a due date is considered to fall under assignment conditions. This includes, but is not limited to:

- Assignments, Projects, Field Reports, Research Reports, etc.
- It is the responsibility of the student to ensure that a copy of all assignments is kept.
- Consultation, drafting and scaffolding will form part of the learning process for assignments. However, a policy of working towards a diminished level of responsibility on the part of the teacher is standard practice – most especially in Units 3 & 4 / Year 12.
- Each task sheet will specify a due date for the submission of an assignment, a draft and checkpoints, if applicable.
- It is common practice for all assignments to be submitted via Turnitin on the subject Moodle page.

If the assignment/assessment item is submitted through SAO an Acknowledgement Slip will be issued. This will be dated and stamped with the College stamp. Students must retain this slip and be able to present the slip if requested.

If the assignment/assessment item is submitted electronically, through the College Website an Acknowledgement Slip will be issued, as a reply email. This will be dated and stamped with the College address. Students must print this receipt and be able to present the slip if requested.

Due date and time for submissions:

- Handing a hard copy personally to the teacher: end of the class lesson
- Handing to SAO: close of business (4:00pm)
- Handing in electronically via online management system (Moodle): before midnight of that day

2.1 Late and Non-submission of Assignments

Students must submit assignments by the due date. When a student is absent from school on the day an assignment is due, they must follow the procedures as outlined below:

1. What happens if a student is absent on the date the assignment is due?

- A parent or guardian needs to contact the school if a student is absent on the day the assignment is due.
- A friend or family member needs to deliver the assignment to SAO before 9:00am on the due date or the student can email the assignment to the College. SAO will give them an acknowledgement slip or the email will be time

stamped. The assessment will be passed on to the relevant teacher.

- If you are away for medical reasons, you need to attach a copy of the medical certificate or other supporting documentation, if relevant, as discussed with the Assistant Principal – Senior Curriculum to the front of your assignment and submit the assignment to as discussed with the APA – Senior Curriculum. Your medical certificate or documentation must cover the day the assessment task was due.
- If you are absent on the day and upon your return do not submit a medical certificate, your draft or works in progress will be used to allocate a grade. If no draft or works in progress have been submitted or seen by the teacher then the assessment will be treated as a late/non-submission.

2. Failure to submit an assignment on the due date

Should a student fail to submit an assignment on the due date, it is deemed to be late, unless:

(a) The student has a medical certificate to account for illness prior to and/or on the day of submission.

(b) There are circumstances, e.g. family bereavement or serious or long-term illness, which have been discussed and are judged by the Assistant Principal – Senior Curriculum to be reasonable grounds for Special Provision.

- Failure to submit an assignment on the due date will result in formal acknowledgement being sent to parents to indicate a late or non-submission. If a draft has been submitted earlier, a grade is to be awarded on that draft and the student's folio notated accordingly. If a student does not have their assignment submission and are present on the day then they will be asked to complete the assessment during that class on the due date. If a student is absent on the due date and no valid reason is provided then the assessment will be treated as a non-submission.
- In cases of late submission of student responses to assessment instruments, judgements are based on evidence available **on or before the due date**.

3. What happens if a student does not submit anything on the due date?

- If a student has nothing to submit on the due date the teacher will request that the student completes a submission during the next class. This submission will be collected and will be considered as a draft, if it is substantial enough to be graded, and then if they fail to submit the assessment.
- Failure to submit anything will mean that the student will not be given credit for the assignment. In Years 11 and 12, this means the student may not be given credit for this semester or Unit of work in the subject, the student may not meet the mandatory aspects of the course or the level of achievement may be affected by sufficiency of coverage of the course. This could ultimately affect the student's eligibility for an OP or ATAR credit for a subject. This could be the case even if the student has submitted all other assessment items. The teacher will inform the Academic Coordinator who will discuss the matter with Assistant Principal – Senior Curriculum. The Assistant Principal – Senior Curriculum will contact the students' parents/guardians about the implications of non/late submission of an assessment task and the impact on the students' level of achievement and/or academic credit.

4. Backups of assessment

It is the student's responsibility to maintain backups when completing assignments. Computer crashes, printer or printing problems or loss of electronic work due to a lack of backup cannot be used as a reason for late submission of work.

3.0 Extensions

Applications for extensions of assignment due dates is based on the principles of justice and equity for all students. Students must apply for an extension of the due date. Supporting documentation must be provided to apply for all extensions. Students may be requested to show work in progress for the application to be approved.

1. Students are notified of assessment details well in advance and extensions, therefore, will generally be considered only on medical or other serious grounds.
2. Applications made on the grounds of workload, external commitments i.e. holidays, computer malfunctions, traineeships etc. may not be considered.
3. **Applications for extension must be made 3 days prior to the due date** of the assignment/assessment item unless there are extenuating circumstances. An application for an extension must be made through the subject teacher and Academic Coordinator of the subject involved. The Academic Coordinator and the respective class teacher will then determine the merit of the request and the length of the extension granted. Any approved extension must not significantly alter the conditions of assessment.
4. Students are able to obtain Application for Extension of Due Date forms from SAO after discussion with the teacher, Academic Coordinator and APA – Senior Curriculum or the College Portal.
5. Students must complete and submit the Application for Extension of Due Date form to the subject teacher and Academic Coordinator prior to the due date. Medical certificates or other supporting documentation must be included

with your application. Students must also provide other relevant documentation as requested i.e. a copy of the assignment draft.

6. Students will be notified within 24 hours of the outcome of their application. Until then have been advised of the outcome, they should assume the application has not been successful.
7. If the application for extension is successful, the Application for Extension of Due Date form is to be attached to, and submitted with, the assignment by the new submission date.

4.0 Authenticating Student Work

- Students must provide an accurate list of references/bibliography for assessment when requested.
- Students must sign the Task sheet acknowledgement that they are only submitting original work.

5.0 Plagiarism / Academic Misconduct

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgement or referencing of the original work. Examples of plagiarism include:

- **plagiarism** - 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 and including copying computer files in whole or in part without indicating their origin
- **Lack of referencing** - 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
- **Impersonation** - using another person's ideas, work or research data without appropriate acknowledgment
- **Contract cheating** - submitting work which has been produced by someone else on the student's behalf as if it were the work of the student
- **Collusion** - 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.

If academic misconduct is clearly evident the assessment will be reviewed and the student and parents/caregivers will be advised of the outcome. Only those sections of the presented assessment deemed free from misconduct will be graded. No opportunity to resubmit will be granted.

6.0 Special Provision

"Special provisions" means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. (QCAA Policy on Special Provision) Marymount College will make decisions about special provisions, considering what adjustments to assessment conditions are reasonable in the circumstances.

Special provisions may be considered for, but not limited to:

- students with specific educational needs i.e. disability
- students experiencing educational disadvantage
- medical reasons supported by medical certificate
- family circumstances that impact on student learning
- Life circumstances that impact on student learning.

If Special provision is sought, the matter must be discussed with the APA – Senior Curriculum.

7.0 Supplementary Policy – Academic Integrity

This additional policy statement informs teacher in particular about ensuring a high standard of academic rigor and integrity to all assessment processes. This includes:

- How to ensure equity and fairness for all students
- How to motivate and support all students to achieve best practice in academic performance and results
- How to respond to practices of academic misconduct