

# Assessment Policy

## Rationale

In accordance with the school's vision of 'Each Student Succeeding at BrisbaneSDE', we strive to achieve the best educational outcomes possible for our students. Good assessment is intimately linked to the teaching and learning processes in a course of study. The purpose of assessment is to provide timely feedback, as well as to measure a student's success in engaging with their learning experiences. BrisbaneSDE's Assessment Policy supports students by requesting submission of all items within a timeframe to ensure maximum educational benefit and student success.

## Find your year level and/or question

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## Years P – 6

Students in Years P-6 are required to complete monitoring and summative assessment tasks which assess student achievement according to year level achievement standards set by ACARA and Education Queensland. Summative assessment tasks are those tasks which contribute to the end of semester result and are accompanied by a Guide to Making Judgments. Formative assessment tasks also contribute to the balanced judgment made by teachers to support the final overall level of achievement, as do observations in lessons and in face to face situations.

### Work Rate Calendar

At BrisbaneSDE, students are expected to submit work according to the timelines in the Work Rate Calendar (WRC). The WRC is a schedule where Learning Area lessons, activities, send-in sheets, special events, summative and formative assessment tasks are listed against corresponding dates. Each year level in the Primary School has a year level specific WRC, approved by the Head of Department and accessed through the student year level BlackBoard site. Adherence to this calendar will ensure students' work at home aligns with their work in class and offers students a sound plan for completing all work on time.

### Monitoring of Assessment Items

At BrisbaneSDE, all students are expected to submit work for all subjects according to the timelines in the Work Rate Calendar (WRC). It is the responsibility of the student, with support from the home tutor, to have work submitted according to the WRC, and so meet all deadlines.

### What do I do if my student falls behind the WRC?

The rigor of the curriculum necessitates students being fully engaged with their work according to the calendar. However, there will be situations where some students may need extra flexibility. If you believe your student cannot follow the WRC due to any type of difficulties, it is advised you make contact with your student's teacher at least one week before the due date, to negotiate a verbal or written extension. In some circumstances the school may require a medical certificate, where students have not submitted the work necessary for generating an achievement level in a subject area.

### Non-submission and Late submission

- No summative assessment task can be 'missed' without consultation with your student's teacher and Head of Department. If all summative assessment tasks are not completed, an Achievement Level rating of A-E cannot be awarded on the end of the semester report. Instead, an 'N' (No result) will be recorded.
- Students who enrol after the beginning of the term/semester will be given an Achievement Level based on the summative assessment tasks they complete after their enrolment.

### Student Disengagement

Returning evidence of student work according to the WRC will confirm students have accessed the curriculum at their year level. Students and home tutors are sent reminders about returning specific tasks in announcements on BlackBoard prior to the due dates. If work is not returned in a timely manner, teachers will send an informal email to home tutors listing the work to be returned. If work remains outstanding, a formalised process - NOTICE ABOUT COMPULSORY SCHOOLING OBLIGATION – FAILURE TO ATTEND, Section 178(2) of the Education (General Provisions) Act 2006 – will begin.

**Note:** BrisbaneSDE will not take responsibility for assessments that have been lost during the submission process. The school prefers that all tasks are electronically returned to the teacher using the BlackBoard drop-box, and that they conform to the naming protocol. Failure of computers or electronic media storage devices is not accepted as an excuse for non-submission of tasks by the due date. Students are reminded to keep copies of all their work prior to sending it to their teacher.

## Years 7 – 9

Assessment at BrisbaneSDE in Years 7 – 9 is designed to allow students to demonstrate their skills, knowledge and understanding across all Learning Areas of the Australian Curriculum. In accordance with the school's vision of 'Each Student Succeeding at BrisbaneSDE', student tasks are assessed against clearly stated criteria relevant to a student's developmental stage of learning.

An expectation of every student at BrisbaneSDE is that all assessment tasks are completed as required by each subject. A student's final level of achievement will be determined by their demonstrated competency across the range of assessment tasks in each subject. To enable the best possible chance of success, students should ensure that all assessment tasks are completed and submitted by the due date.

### Work Rate Calendar

Each subject has a WRC, approved by the Subject Head of Department. A WRC is a subject's schedule for an identified school term whereby unit topics, lessons, activity send-ins, special events, formative and summative tasks are listed against corresponding dates. Due dates for all summative tasks will be clearly stated in the WRC. Students or supervisors must make a copy of the assessment task before it is posted, uploaded to Blackboard or emailed.

### Monitoring of Assessment Items

At BrisbaneSDE, all students are expected to submit work for all subjects according to the timelines in the Work Rate Calendar (WRC). For assignment tasks, students are expected to submit a draft in order to receive feedback from their classroom teacher. For exams, students should expect to complete revision activities in the lead up to the exam. These drafts or revision activities provide both the student and the teacher with the opportunity to identify areas of strength and areas for improvement in a particular unit and enable students to achieve the best possible result for every assessment task.

### What do I do if my child falls behind the WRC?

The rigor of the curriculum requires students to be fully engaged with each of their subjects. However, the school understands there will be situations where, due to ongoing or exceptional circumstances beyond their control, some students may need extra flexibility with a WRC. If you believe your child requires modifications made to the WRC to enable the best chance of success, it is advised you make contact with your child's teacher to negotiate timelines as early as possible.

### Extensions

[Requests for extensions](#) on summative assessment tasks will be considered only in extenuating circumstances. If the request for extension is due to illness, a medical certificate must be provided. In some situations however, where there are long-term medical conditions that are known to BrisbaneSDE, a medical certificate may not be necessary.

To request an extension, you must, where possible, apply for the extension at least one week before the due date. The extension request form must be filled out and signed by a parent or care giver. A copy of the form is in each Blackboard course and on the school website. This form is then submitted through the assessment extension email: [assessmentextension@brisbanesde.eq.edu.au](mailto:assessmentextension@brisbanesde.eq.edu.au) and will be forwarded to your class teacher and the faculty Head of Department for approval. You will be notified of the outcome of your request by the assessment extension email.

### Non-submission and Late Submission

If an assessment item is not submitted by the due date, the student will receive an A-E result based on the draft or lead-in work completed by the due date. This result will count towards the student's end of semester achievement. If there is no evidence of a draft or lead-in work completed by the due date, the student will be at risk of not being rated for the semester.

Students who enrol after the beginning of the term/semester will be awarded an Achievement Level based on the summative assessment tasks they complete after their enrolment.

**Note:** BrisbaneSDE will not take responsibility for assessment that has been lost during the submission process. Students are reminded that it is imperative that they retain copies of all assessment responses prior to sending them to their teacher.

Failure of computers or electronic media storage devices is not accepted as an excuse for non-submission of assessment tasks by the due date. Students should always have a back-up of any assessment tasks stored outside their computer. If they have submitted drafts as required, and if they have backed up work in progress, a computer failure is a minor inconvenience.

## Years 10 – 12

In order to ensure equity and parity of assessment for all students undertaking senior studies, the Senior Assessment Policy is underpinned by the Queensland Curriculum and Assessment Authority (QCAA) policy. The expectation is that all Year 11 and 12 students are working towards either a QCE or QCIA. For students to demonstrate success in their learning, a 100% completion policy for all assessment items is required, as stated in the [QCAA A-Z of Senior Moderation](#).

### Monitoring of Assessment Items

Evidence of planning is required by the QCAA A-Z of Senior Moderation to demonstrate students' authorship of assessment tasks. Each assessment item will contain clear guidelines and specific dates for progress checks to allow for feedback before the final assessment is submitted. Therefore, it is a mandatory requirement that all students submit a draft, or work relating to a summative task, as outlined on the task sheet and the work rate calendar. Students who do not meet draft dates will be required to submit a draft at the earliest opportunity. Parents/guardians will be notified.

### Submission of Assessment Items

#### UNSUPERVISED Assessment (assignment)

Assignments must be submitted on or before 5pm on the scheduled due date unless an extension has been approved. Electronic assignments must be submitted via the Blackboard course or EdStudio. Paper assignments must be postmarked by 5pm on the due date. Responses where a student has not adhered to the conditions of the assessment item, including submission deadline and task requirements, may be partially assessed or not assessed.

#### SUPERVISED Assessment (exam)

All supervised assessment must be administered by an approved supervisor. This must be a professional person, unrelated to and not living with the family. This is to ensure equity and parity of assessment conditions for all students. A list of approved supervisors is available on the BrisbaneSDE [Supervisor Nomination Form](#). This form must be completed at the time of enrolment. Exams must be submitted on or before the scheduled due date by 5pm unless an extension has been approved. Electronic exams must be submitted via the Blackboard course or EdStudio. Paper exams must be postmarked by 5pm on the due date. Students who nominate BrisbaneSDE as their supervisor must sit the exam at the time allocated on the published BrisbaneSDE exam timetable.

Responses where a student has not adhered to the conditions of the assessment item, including submission deadline and task requirements, may be partially assessed or not assessed.

### Extensions

[Request for Extension forms](#) must be completed and submitted by the parent or supervisor, to BrisbaneSDE through the email address: [assessmentextension@brisbanesde.eq.edu.au](mailto:assessmentextension@brisbanesde.eq.edu.au) at least one week before the due date. If sudden illness, accident or other unforeseeable event prevents a student completing a supervised assessment (exam) on or before the due date, they must complete and submit the form immediately and notify their teacher.

Request for extensions on summative assessment items will be considered only in the special circumstances outlined below:

- Extended illness prior to a due date of an assessment - medical certificate required
- Illness on the date of a supervised assessment (exam) - medical certificate required
- Bereavement- parental/guardian written communication required
- Representation in a regional or state competition- parental/guardian written communication required
- Other extenuating circumstances as approved by HOD on case by case basis

### Non-submission & late Submission

'In cases where students do not submit a response to an assessment item by the due date, judgments will be made using evidence available on or before the due date' (A-Z of Senior Moderation, Section 1.1). In the case where

there is no evidence available on or before the due date (i.e. neither a draft nor a final response has been submitted), students will not be rated, and students in year 11 and 12 will not receive credit towards their QCE/OP for that subject, in that semester. This aligns with [QCAA A-Z of Senior Moderation](#), Section 1.1 which states ‘...in cases of non-submission of student responses to assessment instruments, standards are not awarded when there is no evidence.’ To ensure that schools enact the policy ‘...in a fair and equitable manner’ (Section 4.2), students may be required to repeat a semester where work has not been submitted.

**Note:** BrisbaneSDE will not take responsibility for assessment that has been lost during the submission process. Students are reminded that it is imperative that they retain copies of all assessment responses prior to sending them to their teacher. Failure of computers or electronic media storage devices is not accepted as an excuse for non-submission of assessment tasks by the due date. Students should always have a back-up of any assessment tasks stored outside their computer. If they have submitted drafts as required, and if they have backed up work in progress, a computer failure is a minor inconvenience. Responses where a student has not adhered to the conditions of the assessment instrument may be partially assessed or not assessed.

## Special Provisions

Students must apply in advance, through the Senior Pathways Team, if they believe they are eligible for special provisions. Special provisions may allow changes to:

- Examination conditions
- Completion dates for assignments (“Special provisions” relate to on-going circumstances that impact on the student’s ability to engage with the assessment program, and do not allow “exemptions”)

For more information please refer to the [QCAA A-Z of Senior Moderation](#), Section 1.2. To apply for special provisions, please contact the Guidance Officer.

## Plagiarism

Assessment that has been copied (plagiarised) to any extent (from another student, from the internet or from a text or reference book) may be partially assessed or not assessed. This may impact on the student attaining credit for the semester.

## Appeals

Students who wish to question a grade awarded for a task should first seek feedback from the teacher awarding the grade. Students may then consult with the Head of Department, the Deputy Principal or the Principal.

Students who believe that the school’s Assessment Policy has not been followed may consult with the Head of Department, the Deputy Principal or the Principal.

**Important:** You **must** complete all fields in this form. Incomplete forms **will not** be processed and extensions **will not** be granted.



## Request for extension – Summative Assessment Task(s): Years 7 to 9

**Step One** → Complete the blue/unshaded section of the form below when applying for an extension in one or more subjects. **Do not use multiple forms.**

**NOTE.** Your request should be received at BrisbaneSDE at **least one week prior** to the **due date** (except in the case of sudden changes of circumstances). Your request will be taken into consideration by the Head of Department. You will be notified of the outcome.

Student Name:		Year level:		Student MIS ID:	
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Student / Parent / Supervisor to complete							Teacher to complete				HOD to complete		
Year level	Subject	Teacher name	Assessment task (Eg Exam / Assignment)	Task Code (Eg AI2)	Due date as per WRC	Ext requested eg 3 days 1 week etc	Prev Ext	Draft Rec.	Student Engaged SL/ROW	Teacher Recommended	HOD Supp	App	Rec. Due Date

State the change of circumstances that necessitates an extension of the due date. Except in the case of medical circumstances (must be accompanied by a medical certificate), specifics are needed.

**NOTE.** Supporting evidence **must** be attached (e.g.: - medical certificate, newspaper cutting, letter from relevant authority, etc)

Exams supervisor's name		Email	@	Contact no.		Date	/	/
Parent name		Email	@	Contact no.		Date	/	/

**Step Two** → On completion please save a copy for your records to your device & email to [assessmentextension@brisbanesde.eq.edu.au](mailto:assessmentextension@brisbanesde.eq.edu.au) Use student name & year level in the subject line.

Student/Parent/supervisor notified (give date)	<input type="checkbox"/>	Teacher/HOD notified (give date)	<input type="checkbox"/>	OneSchool updated	<input type="checkbox"/>
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