Senior School Assessment Policy (2012)
MT MARIA COLLEGE PETRIE’S ASSESSMENT POLICY
(SENIOR SCHOOLING)

Mt Maria College Petrie follows the QSA Guidelines for Assessment in conjunction with the QSA Policy on Special Provision for School Based Assessment in Authority and Authority Registered subjects together with the Late Submission of Student Responses to Assessment Instruments in Authority and Authority registered subjects. It is the College’s expectation that students complete all of their assessment instruments within their chosen subjects. The QSA Equity statement (August 2006) states that “all young people have the right to gain an education that meets their individual needs and prepares them for active participation in the creation of a socially just, equitable and democratic global society”.

This assessment policy applies to all students enrolled in the Senior School at Mt Maria College Petrie (MMCP). The assessment policy outlines the procedures that all students must follow when applying for an extension to complete tasks, late submission and non-submission of assessment tasks. The intent of this policy is to inform all matter related to assessment here at MMCP as per QSA documents.

RELEVANT LEGISLATION & POLICY DOCUMENTS

- Late submission and non-submission of student assessment in Authority Subjects and Authority-Registered Subjects
  - Queensland Studies Authority (QSA) June 2004;
  - QSA Equity Statement (2006)
- QSA Policy Statement on Special Consideration 1994;
- Strategies for authenticating student work for learning and assessment – QSA;
- Curriculum framework for Education Queensland schools: Years 1-10 Assessment: Policy and Guidelines;
- Queensland Curriculum, Assessment and Reporting framework;
- Syllabus documents. (QSA website)

College Responsibilities

- Publish all assessment dates on assessment calendar
- Provide students with assessment instruments (task sheets) in an appropriate time frame;
- Provide appropriate class time for the completion of assessment;
- Provide feedback to students on both rough drafts and final assessment tasks in a timely manner;
- Enact procedures which ensure a consistency of standards are maintained in the marking of assessment, (Class / subject moderation).
Student Responsibilities

- Complete assessment task to the very best of their ability;
- Submit all drafts by the due date.
- Ensure all assessment tasks submitted are the original work of the student;
- Present a rough draft to teachers for each assessment; unless otherwise required
- Demonstrate mandated requirements of the course;
- Submit all assessment tasks by the due date;
- Ensure that keep a backup copy of their assessments **HARD COPY** should the computer system fail.

Parent/Caregiver Responsibilities

- Encourage their sons/daughters to submit all drafts and final assessment instruments by the due date;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.

Parent/Caregivers may write a letter to the college under the form of an ‘Application for Extension to Assessment’. This letter must be submitted to the Deputy Principal, Student Coordinator or the Curriculum Coordinator Senior Schooling with then accompanying supporting documentation to validate the request: This evidence may come in the form of a medical certificate.
POLICY FOR ASSESSMENT TASKS

1. Class Time Available
Here at Mt Maria College Petrie all students will have class time and study periods available for completion of all assessment tasks. Hence, all students should have at least a partially completed assessment tasks to submit to their teachers on the due date.

2. Due Date
Submission of assessments is essential for students to demonstrate mandatory aspects of all courses offered here at Mt Maria College Petrie, and, in order for teachers to give feedback to students.
Submission of assessment tasks MUST be made by 4:00pm on the due date or the last day of the week due. The work (even if incomplete) will be marked, commented upon, and credited towards the student’s semester result. For predominately non-written pieces of assessment, e.g. orals, the due date for written support material will be the first day that presentations commence.

3. Request for an Extension of Time to Complete an Assessment Task
An extension of time to complete an assessment task will be granted ONLY in cases of genuine prolonged illness or exceptional circumstances. Parents/caregivers who believe that their student/child has a case for an extension of time should make an appointment with the relevant senior personnel at the college e.g. the Deputy Principal PRIOR to the due date to discuss relevant circumstances. Acceptable evidence, supported by documentation, must be presented.

If parents / caregivers are not able to make an appointment to see the Deputy Principal the documentation must be accompanied by a letter completed by parents/ caregivers under the heading ‘Application for Extension – Assessment’.

In cases where an unforeseen emergency has prevented an assessment item being submitted on time, the parent/caregiver of the student must personally discuss the situation with the relevant staff at the College as soon as possible, so that the student does not suffer. Each case will be considered on its merit. The Principal and the Deputy Principal are the only individuals authorised to decide whether an extension of time can be permitted. The class teacher will also be asked to provide a relevant comment on the appropriateness of granting the extension.

4. Student Absent on Due Date for Assessment Task
Students who are absent with a genuine reason on the date an assessment task is due must make every effort to submit the assessment task by the due date. The parent or guardian of the student must contact the school office to explain the situation. Should a student be absent for any reason, acceptable evidence, supported by documentation, must be presented. If the student is unable to hand in the assessment task on the due date, the student must hand in or complete the assessment task on the FIRST DAY the student returns to school.
Students on suspension are required to submit assessment by the due date, or on the first day that they return to the College.

5. Assessment Task Submitted Late Without Extension Approval
When an assessment task is submitted late without an extension approval from either the Principal, the Deputy Principal / Student Coordinator / Curriculum Coordinator, senior school the assessment task will be commented on, but the final result will be based on the work and/or rough draft submitted by the student during the assessment task process. Teachers will monitor the progress of all students completing the assessment based upon observation relating to the criteria of application and attitude.

6. Non-Submission of an Assessment Task
In regard to non-submission of an assessment item, consideration needs to be given as to whether a level of achievement can be awarded for the semester where non-submission occurred. Insufficient evidence to make a judgment for that semester may appear on the internal report. Students will still be required to submit the outstanding assessment items in order to receive credit for that semester.

7. Original Work
All assessment tasks submitted by the student must be the original work of the students

POLICY FOR ASSESSMENT PROCEDURES FOR STUDENTS RECEIVING SUPPORT / STUDENTS on INDIVIDUAL EDUCATION PLANS

School Responsibilities

✓ The principle of providing extra time for eligible students
✓ Identify eligible students who will be either on the current Support List for EIMS Database Years 11 and 12, or
✓ Provide eligible students with extra time for completion of assessment activities where there are significant demands of the English language required for either comprehending the activity or completing the task;
✓ Teachers will be made aware of which students that are eligible for extra time by the Learning Support teacher for the senior school in each class/subject area;
✓ Curriculum Coordinator, Student Coordinator and the Learning Support Teacher will make suitable arrangements for the administration of extra time and support as per advice from the learning support team.
**Student Responsibilities**

- To complete assessment tasks to the best of their ability with some assistance
- Submit all drafts by due date
- Ensure that all assessment items are the original work of the student.
- To submit rough drafts for teacher feedback.
- Demonstrate the requirements of the course
- Submit all work by the date/week due.

**Parents/ Caregivers Responsibilities**

- Encourage their sons/daughters to submit all drafts and final assessment instruments by the due date;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.

Parent/ Caregivers may write a letter to the college under the form of an 'Application for Extension to Assessment'. This letter must be submitted to the Deputy Principal, Student Coordinator or the Curriculum Coordinator Senior Schooling with then accompanying supporting documentation to validate the request: This evidence may come in the form of a medical certificate.
APPLICATION FORM FOR EXTENSION TO ASSESSMENT

To be completed by the student:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Subject/ Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastoral Care Class</td>
<td>Date request submitted</td>
</tr>
<tr>
<td>Due Date Assessment</td>
<td></td>
</tr>
<tr>
<td>Reason for Extension</td>
<td></td>
</tr>
<tr>
<td>Documentary Evidence</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Students Signature</td>
<td>Parents signature</td>
</tr>
</tbody>
</table>

To be completed by the class teacher:

<table>
<thead>
<tr>
<th>Work ethic during class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of lessons missed</td>
<td>General Comments</td>
</tr>
<tr>
<td>Teachers Signature:</td>
<td></td>
</tr>
</tbody>
</table>

Outcome of Application for Extension

Granted / Not Granted

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Principal Signature/ Deputy Principal’s Signature

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