



ASSESSMENT

Assessment is an important and meaningful way to determine and encourage student engagement and participation in learning. The Merrimac State High School Assessment Policy is a whole school approach designed to ensure the integrity of the assessment instruments and equity in student achievement. The policy has been developed using the principles of the Queensland Studies Authority and Education Queensland Guidelines.

WRITTEN ASSESSMENT TASKS

Written Assessment Tasks are to be submitted on the due date as stated on the Assessment Task Sheet provided by the class teacher.

1. Failure to Submit Drafts on due date

- a. Class teacher to contact parent and record on *OneSchool*
- b. Student to be given detention on due date to complete draft
- c. Absent students to submit draft to class teacher on the **first day of their return to school**, even if subject is not timetabled for that day, accompanied with parental note/doctor's certificate of explanation.

2. Failure to Submit Written Assessment Task on due date without a valid reason

- a. Class teacher to contact parent (mail/telephone/sms)
- b. Class teacher to provide names of non-submission to HOD
- c. Student Achievement to be awarded based on:
 - Work or draft submitted by the student at the direction of the HOD
 - Teacher judgement of drafts, class work, bookwork and/or observations prior to the due date, should student fail to produce legible or satisfactory work
- d. Submission of assessment **will not** be accepted after the due date
- e. Student may be awarded a NS (Non Submit) and loss of credit for the semester
- f. For **Senior Students** if the task is a Substantive Assessment Item:
 - HOD to notify Deputy Principal, student and parent/guardian in writing
 - Student may lose credit for semester which would jeopardise Overall Position eligibility and/or Qld Certificate of Education.
 - DP/Guidance Officer interview student and parent
 - Principal to notify QSA on or before first Friday after finishing day of student's final year of schooling
 - DP issues *Show Cause Notice* to student

3. Late Submission of Written Assessment Task with a valid reason

- a. Student to submit Task to HOD/Class Teacher on **first day of return to school**, even if subject is not timetabled for that day, accompanied with supporting evidence.
- b. Student achievement to be awarded as per Task Criteria and/or Special Consideration.



EXAMS, PRACTICAL ASSESSMENT, SPOKEN TASKS, WORK EXPERIENCE

Exams, Practical Assessment and Spoken Tasks are to be completed on the due date as stated on the Assessment Task Sheet/Work Experience Contract provided by the class teacher.

1. **Failure to Attend Exams, Practical Assessment, Spoken Task, Work Experience on due date without a valid reason:**

- a. Class teacher to contact parent/guardian
- b. Student achievement to be awarded based on:
 - Work or draft submitted by the student at the direction of the HOD
 - Teacher judgement of drafts, class work, bookwork and/or observations prior to the due date, should student fail to produce any work
- c. **Students who fail to attend Work Experience** without a valid reason will not achieve the competency for the Certificate Course and it will be deemed as truancy.

Students **will not** be permitted to complete assessment after the due date.

- a. Student may be awarded a NS (Non Submit) and loss of credit for the semester
- b. For **Senior Students** if the Task is a Substantive Assessment Item:
 - HOD is to notify Deputy Principal, student and Parent/guardian in writing
 - Student may lose credit for semester which would jeopardise Overall Position eligibility or Queensland Certificate of Education.
 - DP/Guidance Officer interview student and parent
 - Principal to notify QSA on or before first Friday after finishing day of Student's final year of schooling
 - DP issues *Show Cause Notice* to Student

2. **Failure to Attend Exams, Practical Assessment, Spoken Tasks, Work Experience on due date with a valid reason:**

- a. Student to report to HOD/Class Teacher on **first day of return to school**, even if subject not timetabled for that day, accompanied with supporting evidence.
- b. Student to complete Non-Written Assessment on day of return to school or alternate date as specified by HOD. When an exam has been missed, Class Teacher/HOD may provide an alternative exam.
- c. Student achievement to be awarded as per Task Criteria and/or Special Consideration
- d. Students on Work Experience to notify employer and school of non-attendance. **On first day of return to school**, students are to provide supporting evidence of non-attendance. Alternate work placement is to be arranged.

Turn-it In / Plagiarism:

All written assessment, including scripts for spoken tasks, in Years 8 – 12, must be verified by *Turn it In* for originality. Assessment deemed not meeting the originality percentage, as determined on the Assessment Task sheet, and found to be plagiarised will be considered as a Non Submit. Student is to be referred to relevant Head of Department.



Valid Reason:

Parents/Guardians should make every effort to inform the school of any issues that may impede student achievement. A reason is deemed valid at the discretion of the Head of Department/Administration. Computer and/or Technology failure is not considered a valid reason.

Special Consideration:

Special Consideration is issued by the Guidance Officer/Administration and is usually determined prior to due date.

Extension to Submission Date of an Assessment Task:

An extension can only be granted and approved by the Head of Department **prior** to the due date with a valid reason. Students must collect a *Request for Extension to an Assessment Task* from the Head of Department and have it approved and attached to the Task Sheet on the negotiated due date.