Nanango State High School

Assessment Policy

includes:
- Assessment Policy
-Academic Misconduct
-Academic Referencing

<h1 style="text-align:center">POLICY – ASSESSMENT</h1>

This Policy aims to achieve consistency, fairness and predictability, where students know what will happen based on the choices they make. It is designed to ensure that no student gains an advantage over fellow students, while providing equity for those who need Special Consideration. It is the students responsibility to complete all assessment to a reasonable standard by the due date.

Definitions: For the purpose of this policy

<u>Assessment</u>   the tool or device used to gather information about student **achievement**

<u>Examination</u>   a formal piece of assessment which is usually conducted under supervised conditions at a set time.

<u>Assignment</u>   an extended piece of work requiring both in-school and out-of-school time for completion. Assignments may include, and are not restricted to, written, practical, oral and multi-modal presentations of any type.

<u>Due Date</u>   is the date on which a piece of assessment is to be submitted. At Nanango State High School **all drafts and final copies are to be submitted by close of business (4:00 pm) on the due date.**

<u>Substantive</u>   a piece of assessment that covers a core or integral component of the school work program or syllabus. All assessment done in in year 11 and 12 is considered substantive.

<u>Formative</u>   the major purpose of formative assessment is to help students attain higher levels of performance.

<u>Diagnostic</u>   the major purpose of diagnostic assessment is to determine the nature of students' learning and then provide the appropriate feedback or intervention.

<u>Summative</u>   **Assessment** whose major purpose is to indicate the **achievement** status or **standards** achieved at particular points of schooling. It is geared toward **reporting** or **certification**.

<u>Time-frame</u>   a particular date when an assessment is due or may be a period of time over which a piece of assessment may be submitted. This will be determined by the nature of the assessment item.

<u>The Draft</u>   whole or part of an assessment piece submitted to the teacher in order to receive feedback, with the purpose of adjusting if necessary before the submission of the final copy.

<u>Final Copy</u>   The completed piece of assessment submitted as a hard (printed) copy.

Drafts and Final Copies

- Dates for drafts and final copies will be published on the cover sheet of the assessment item;
- Drafts received **after 4:00pm on the due date will not receive feedback**;
- Drafts may only be submitted electronically through negotiation with the teacher;
- Final copies, including scripts and other items **must be submitted as a hard copy** by 4:00pm on the due date.

Block Exams

A Block Exam period is scheduled at the end of each semester for senior (year 11 and 12) students. During this period regular classes do not run, senior students are in attendance to complete scheduled assessment; to attend scheduled VET catch-up sessions or to attend study sessions. There should be no assignment due dates during the exam block.

Late or Non- Submission

1. In the event that a piece of assessment is not submitted by the due date(assignments) or sat at the scheduled time(exams) without special consideration the teacher will use professional judgement to award a grade based on one or more of the following:

   a) Evidence presented at Draft

   b) Observation of work during class

   c) In class conferencing

   Teachers will endeavour to obtain evidence e.g. draft, plans, journals, reference sources etc. to support their professional judgement.

   <u>Note</u>: If the teacher believes the students work does not meet the minimum requirements outlined in the syllabus then in consultation with the relevant HOD a non-submitted result may be entered on the profile.

2. If a student does not present any documentation, or the teacher has not sighted such documentation during the drafting process (assignments) or has not sat the test, and there has been no special consideration granted a grade cannot be awarded for that item and Not Rated (NR) will be entered on the profile.

3. If a student frequently does not submit substantive pieces of assessment in a particular subject the student risks the possibility of not gaining a Level of Achievement (LOA) for that semester.

   <u>Note</u>: Senior students risk the possibility of not gaining an LOA on their Senior Certificate, or the number of semester units credited may be reduced. This may affect eligibility for an Overall Position.(OP) or Queensland Certificate of Education(QCE)

Special Consideration

It is recognised that on occasions exceptional circumstances may arise, which require extensions of time or special consideration to be given to a student.
Where appropriate Nanango State High School will apply Special consideration in accordance with the policies of the Queensland Curriculum and Assessment Authority (QCAA)

Special consideration for students missing an Exam/Test

a) Special consideration may be granted by **the Administration** of the school following recommendation by Heads of Department, if, in their opinion sufficient reason exists.

b) In this event:
   - the student may be required to complete the exam/test at the next available opportunity, the result of which would be used as a notional estimate of the student's performance. The student is responsible for negotiating this alternative assessment time;
   - the student's exam/test may be deferred and determined on information from subsequent assessments;
   - under some exceptional circumstances the Administration may grant exams/tests to be supervised by a parent, nurse etc. away from the school. This result would be used as a notional estimate of the student's performance.

c) For special consideration to be granted, the student **must notify Administration**:
   - prior to or on the due date of the exam/test a request for special consideration may be made through the appropriate Head of Department
   - for absence due to illness **on the date** of an exam:
     - Senior students may be required to produce a medical certificate   **or**
     - parent may speak personally with the Administration or Head of Department **on the day** to discuss relevant circumstances.

d) Absence due to special circumstances, e.g. bereavement:
   - Parent should speak personally with a member of the Administration to discuss the circumstances.

Extensions of Time for Assignments: (see Appendix A)

Requests for extensions of time to complete an assignment must be made prior to the due date for the final copy – it cannot be applied retrospectively.

This process should be used by students who are aware that they will be absent on the due date of the assessment and where early submission is not practical, or for compassionate or exceptional grounds.

Students must complete the 'Request for Extension' (available at the school office) and submit prior to the due date.

a) An extension of time can be granted by the **Head of Department** following recommendation by the class teacher, if, in their opinion sufficient reason exists.

b) In this event **a new due date** may be set for a draft and/or the final copy

c) For an extension to be granted, the student **must apply for an extension prior to the due date** for submission of the assignment.

- For extended absence due to illness up to and including the due date:
    - students may produce a medical certificate **OR**
    - parent/caregiver may speak personally with the Head of Department to discuss relevant circumstances.
- For absence due to illness on the **due date only**:
    - students may produce a medical certificate.

Student with a Number of Assessment Items Outstanding

- The student will be identified by the Year Level Co-ordinator and be subsequently withdrawn from the regular school day, including normal lunch breaks, to complete the items outstanding.
- The completed work will be of a satisfactory quality as determined by the teacher/s concerned.
- The relevant member of Administration will notify parents.

Hardware/Software Problems:

Should a student experience hardware problems, for example a printer or other hardware failure at home, extensions of the due date will **only** be considered where the teacher has **previously** had draft work submitted by the student. In the situation where at least one draft has **not** been submitted an extension may not be considered.

Supporting Documentation:
QCAA Assessment Policy and Glossary
QCAA Special Consideration Policy

ACADEMIC MISCONDUCT

This is any type of cheating that occurs in relation to any formal academic exercise. It can include, but is not limited to:

- **Plagiarism** which can be:
  - **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;
  - **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;
  - **copying** or **cutting and pasting** computer files or documents in whole or in part without indicating and acknowledging their origin;
  - **submitting work** which has been **produced by someone else** on the student's behalf as if it were the work of the student;
  - **using another person's ideas**, work or research data without appropriate acknowledgment;
  - **producing** work in conjunction with other people (e.g. other students, a tutor, parents) when it is purported to be work from the student's own independent research.

- **Cheating**: is any attempt to give/obtain assistance or advantage in any formal academic exercise (like an examination) without due acknowledgment and or approval. e.g.
  - Taking notes of any type into a formal academic exercise without permission,
  - The use of data, notes, formulae or other information stored on any personal technology device in any formal academic exercise without the express permission of the school;
  - The use of the capabilities of any Personal Technology Device in any formal academic exercise without the express permission of the school;
  - Attempting to gain access to other students work without permission throughout any formal academic exercise.

Consequences for Academic Misconduct

- Academic Misconduct by any student is a serious issue;
- Students who are found to have engaged in Academic Misconduct may be subject to behavioural **and** academic penalty;
- Consequences for senior students can be particularly serious, with implications for their subject results, OPs(Overall Position) and/or their eligibility for QCE(Queensland Certificate of Education),
- Students who are found to have engaged in Academic Misconduct in Vocational**(VET)** subjects may be expected to re-submit all competencies in which the misconduct occurred,
- All incidents of academic misconduct will be entered into the **OneSchool** database.

Plagiarism
  - The section of work that is plagiarized **will not contribute** to any result for that piece of assessment; the remainder will be judged against the criteria for that assessment piece.

Cheating
  - The portion of the assessment item that was cheated on **will not contribute** to the students results for that semester.

Please Note:
- **ANY** Academic Misconduct may be treated as Major Behaviour incidents as described in the schools Responsible Behaviour Plan.

REFERENCING AND BIBLIOGRAPHY POLICY AND REQUIREMENTS

- You **must** include a bibliography / references in **all pieces** of research.

- A references list, books, magazines and other resources used in writing the assignment.

- There are two (2) aspects of referencing:

1. The Bibliography / List of References

AND

2. In-Text Referencing

BIBLIOGRAPHY / LIST OF REFERENCES

- The Bibliography / List of References are attached to the **end of the assignment**, on a separate sheet of paper (before any Appendices).

- Items should be cited in an **alphabetical order of the author's surname or the title** if there is no author.

EXAMPLE BIBLIOGRAPHIC ENTRIES

Generally, an entry in your bibliography is set out as such:

1. Author's surname and initial/s
2. Year of book's publication (in brackets)
3. Title of book underlined*(or in italics if you have a computer)*
4. Publisher of the book
5. Place the book was published

Use the following models as guides to completing your own bibliography. Follow the **format** and **punctuation** closely. The most important aspect of bibliographies and referencing is to be consistent.

1. **Book:** (one author)
   Heath, W. (1999) A New Horizon, McGraw-Hil, New York.

2. **Book:** (two authors)
   Rudinger, E., Kelly, S. (2000) Break for Commercials, Penguin, Harmondsworth, Middlesex.

3. **Book:** (three authors)
   Buffloe, B., McElroy, W., Arnold, J. (1991)
   The Winning Edge in Sport, Prentice-Hall, Englewood Cliffs, N.J.

4. **Book:** (more than three authors)
   Burn, C. Barbara B. et al. (1999) Higher Education in Nine Countries, McGraw-Hill, New York.
   (N.B. et al means "and others")

5. **Book:** (editor)
   Wilson, D. (ed.) (2008) <u>Australian Social Issues of the 70's</u>, Butterworths, Sydney.

6. **Book:** (edition other than the first)
   Carlton, R. Johnson, T. (1989) <u>Human Relationships in Focus</u>, 3rd edn, Penguin, Harmondsworth, Middlesex.

7. **Book:** (author/s unknown)
   "Pollution in Australia" (2002) Hudson - Reed, Sydney.

8. **Book:** (component part by one author in a work edited [or compiled] by another)
   Connell, W.F. (2003) "Myths and Traditions in Australian Education", <u>Australian Social Issues of the 1990's</u>, Wilson, (ed), Butterworths, Sydney, p. 29-37.

9. **Book:** (corporate authorship [authorship by a society, institution, firm, government department or other corporate body])
   Queensland Department of Education (1972) <u>Health and Education for Primary Schools: Curriculum Guide</u>, Brisbane.

10. **Magazine Article:**
    Harris, S. (1974) "D.H. Lawrence and Deschooling", <u>Australian Journal of Education</u>, Vol. 18, No. 3, pp. 264 - 271.

11. **Encyclopaedia:** (if author of article is listed)
    Blanchard, S. (2001), "Idealism", <u>Collier's Encyclopaedia</u>, Volume xii, 490 - 492.

    or: (if author is not listed)

    "Co-operative Societies" (1999) <u>Compton's Encyclopaedia and Fact-Index</u>, Volume vi, 573 - 565.

12. **CD-Rom:***(entry is very similar to that for an encyclopaedia)*
    "Longhaired Cats" (1999) <u>The New Grollier Electronic Encyclopaedia,</u> CD-ROM.

13. **Newspapers:**
    a)   (author known)
         Birt, C. (2008) "Breakthrough in Battle of the Beach", <u>Sunday Mail</u> (Brisbane), October 7, p. 18.

    b)   (author unknown)
         "Kennedy May Stand for Senate", (2010) <u>Australian Financial Review</u>, August 28, p.9.

14. **Web Pages/Sites**
    Web pages can be tricky, because it is hard to find all the information you need. If you can find the name of an editor or author use this format.

    a)   Author/Editor's Surname, Author/Editor's First Name or Initial (eds) [if appropriate] (last update or copyright year), 'Title of Page', (*Title of site*), Available: URL (Accessed: Access date).

    > **Example:**
    >
    > Hudson, P. (1998)"PM, Costello liar: former bank chief", <u>The Age</u>, Available:
    > http://www.theage.com.au/daily/09-016/news/news2.htm, (Accessed: 20 May 2015)

    Note: No use of (eds) because P Hudson is credited as the author.

    If you can't find the name of an editor or author use this format.

    Remember, consistency is what really counts.

b)   'Title Page', (last update or copyright year), (Title of site), Available: URL (Accessed: Access date)

Example:

"McGwire owns the mark along" (1998), ESPN.com, Available: http://SportsZone.com, (Accessed 16 February, 2016)

If you are looking for how to cite other online resources, try:
http://www.windsor.igs.net/~nhodgins/harvard_system.html.

15.   **Audio Visual Referencing**
   a)   **Television and radio broadcasts**
      For television and radio programs, give the ***date of transmission*** (in full) rather than a date of production. Use either television program or radio program as the format. Include the name of the channel that aired the program.

      "*No Quick Fix" (2004) Television Program,* ABC Television, Sydney, 10 August, Executive producer J. Finlay.

      If the program is ***part of a series***, give the name of the series episode first, in *italics*. The title of the series (*also in italics*) follows the date.

      "Prohibition or Reform" (1989) Radio Program, *Lateline*, ABC Radio, Sydney, 7 April. Reporter/ producer M Corcoran.

IN-TEXT REFERENCING

Quotations

   * For in-text referencing the reference is in brackets and is part of the sentence.
      If author is known (Author's Surname, Year: Page No.)
      If no author ('Title', Year: Page No.)
      If you cannot find a page number simply leave out.

Example: If author is unknown   …… (Curry, 2016 : 2)
            Author unknown   ……("Acting the Part", 2015 : 106)

Short quotations are set out differently from long quotations. **Four lines or more could be considered long**. Short quotations are incorporated into a sentence without disrupting the flow of your text, and are placed within quotation marks which may be single or double provided you use the same form consistently. Long quotations are set out as 'block-quotations". A block may have quotation marks and the block is indented differently from the rest of the text(Author, year: Page Number). See examples below:

SHORT QUOTATION:
He is constantly engaged in "…the push to 'loosen' organisational structure, and the push to intrinsically motivate students" (Davis, 2005: 13). He is eager to motivate…

LONG QUOTATION:
When asked to speak publicly for the first time since his release, Kahn was loath to attack his captors:
   "It's been said that war allows strange things to happen to people. I don't hold with this view. It is possible to understand why a country goes to war. It is difficult to understand the atrocities war allows them to commit" (Datten, 2005:68).

INTERNET REFERENCING OF DATA/ STATISTICS/ IDEAS:

Apart from quotes you must also reference (in text) any data, statistics or ideas you take from various sources. (If it is not your own idea or you have not actually come up with the data/ statistics yourself it means it is somebody else's work and so must be referenced) This in-text referencing is exactly the same as for quotations: (Author's Surname, Year: Page Number) **OR** ('Title', Year: Page Number)
e.g. Thirty percent of workers believe they are harassed at work (Dean, 2005:2).

The main thing to remember about in-text referencing is that the brackets are part of the sentence and the full stop goes after the last bracket. The page number (if known) is placed after colon. NB. The complete reference for this resource will be in your Bibliography/List of References.

OTHER CONSIDERATIONS

Figures/Tables/Plates

These are to be consecutively numbered and referenced as required.

e.g.

Table 1

(Source: Davis, 2007: 6-7)

OR if **no** author

Source: 'Life in the wilderness', 2009 : 10

Appendices

All fieldwork notes, data, supporting evidences, etc that your assignment draws upon are included in this part. Each appendix is numbered consecutively so it can be referred to in your assignment. The appendices are usually placed immediately after the bibliography / references.

Nanango State High School
Student Request for Assignment Extension/Special Consideration

*This form is to be used when a student is requesting special consideration regarding a piece of assessment which can include an **extension of the Due Date for a <u>Draft</u> and/or an extension of the Due Date for the <u>Final Copy</u>.***

Section 1: Student to complete first

Student Name: _____ Form Class: _____

Subject: _____ Teacher: _____

Due Date for Draft: _____/_____/_____ Due Date for Final Copy: _____/_____/_____

Date application submitted: _____/_____/_____ Assessment Title: _____

Reason for request *(supporting documentation to be attached e.g. Medical Certificate)*

*This application relates to the **Draft / Final Copy** (circle)*

_____

_____

Parent / Guardian Signature: _____ Date: _____/_____/_____

Section 2: Subject Teacher

Comment: _____

_____

Draft sighted   Yes   /   No (circle) Teacher Signature: _____

Section 3: Head of Department/Administration

Comment: _____

_____ HOD/Admin Signature: _____

Request supported?   Yes   /   No (circle) Extended Date: _____/_____/_____

Student to attach completed Section 4 to final copy of assessment or draft

NOTE:
- ✓ It is the responsibility of the student to have this form completed **PRIOR to the due date** for the Draft or the Final copy, whichever the application applies to.
- ✓ Students collect the form from the Admin Office or download from the school website
- ✓ Students are to complete Section 1 before handing this form to their teacher.
- ✓ Completion of this application does not guarantee support for the application.
- ✓ A separate must be completed for each piece of assessment

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Section 4:

This section is to be stapled to the front of the assessment pierce when submitted

Student Name: _____ Subject: _____

Original Due Date: _____/_____/_____ Extension Date: _____/_____/_____

Signature of Approving HOD: _____