



All staff members need to demonstrate **evidence of long and short term planning**. This includes:

- Lesson plans
- Unit plans
- Semester plans
- Yearly plans
- Work programs

All planning should reflect relevant curriculum documents i.e. ACARA, QSA, QCAR, VET and have whole school initiatives embedded within learning experiences i.e. literacy plan, numeracy plan, Digital Pedagogy Indicators, assessment which reflects CCEs and QCS tasks.

**When assessing students** it is essential that the following is evident in an assessment program:

- assessment must be continuous
- assessment planners must be adhered to and be consistent
- assessment instruments are to be set at the beginning of a unit
- assessment instruments need to reflect learning experiences from content taught in class.
- adhere to relevant QSA policy and work program requirements (see QSA website)
- recognise the Disability Discrimination Act (DDA) and make reasonable adjustments in accordance with QSIL framework
- incorporate Common Curriculum Elements (CCEs) and assessment genres which align with requirements of relevant assessment programs of individual subject areas
- learning experiences should incorporate formative assessment ie pop quiz, vocabulary tests, multiple choice tests etc

### Providing feedback to students

Constructive feedback that allows students to identify their strengths and weaknesses is imperative for future improvement. Teachers should incorporate:

- Constructive feedback that identifies areas of improvement.
- Feedback that reflects criterion standards and explains to meet the standards.
- Emotive language should be avoided.

For example, a comment on an essay might look like this:

Sam, you have obviously spent a lot of time researching the topic. **Immediate**  
You can improve by paying more attention to spelling, punctuation and paragraphing.  
You will also need to use more primary sources to support your hypothesis. **Affirmative**  
Please make the changes I have suggested and re-submit another draft. **Corrective**



# Chinchilla State High School

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## ASSESSMENT POLICY

### STATEMENT OF INTENT

This policy applies to all students currently enrolled at Chinchilla State High School. It details procedures to be followed in applying for an extension to complete an assessment task, late submission and non-submission of an assessment task. It also details procedures relating to examination requirements. It is intended that this policy will inform all matters related to assessment.

### RELEVANT LEGISLATION & POLICY

- Late submission and non-submission of student assessment in Authority subjects and Authority-registered subjects - Queensland Studies Authority (QSA) June 2004
- 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
- P-12 Curriculum, Assessment & Reporting Framework
- Subject area syllabus documents.

### RESPONSIBILITIES

#### School Responsibilities

- Publish all assessment dates on the school calendar
- Provide students with assessment instruments in an appropriate time frame
- Provide appropriate class time for assessment
- Provide feedback to students on both rough draft and final assessment tasks in a timely manner; and in accordance with task conditions
- Enact procedures which ensure a consistency of standards is maintained in the marking of assessment instruments

#### Student Responsibilities

- Do the very best job on all tasks
- Ensure all assessment tasks submitted are the original work of the student
- Use the School Reference Policy
- Present a rough draft to teachers for each assessment
- Demonstrate mandated requirements of the course
- Submit all assessment tasks by the due date
- Complete a 'Missed Examination' form (Appendix A) or 'Application for Extension – Assessment' form (Appendix B) form prior to the due date and submit to the relevant Head of Department (HOD) providing support documentation to validate the extension
- Seek clarification from the teacher who awarded the result before appealing any result

#### Parent/Caregiver Responsibilities

- Encourage students 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.



### ACADEMIC DISHONESTY POLICY

Academic dishonesty is a serious breach of Chinchilla State High School's Responsible Behaviour Plan and includes both cheating and plagiarism. Cheating involves situations where students gain an unfair advantage during a testing situation. Cheating may include, but is not limited to, the following offences:

- copying work from another student or allowing your work to be copied
- taking unauthorised notes into a test or exam
- gaining, distributing or using a copy of an exam prior to the exam date
- sharing details of questions on an exam with other students

The **University of Queensland** has defined plagiarism as follows:

"Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media."

Students found to be undertaking activities encompassed by either of these definitions are breaching the school's Responsible Behaviour Plan by committing academic dishonesty. Management of such behaviours will be in accordance with the Behaviour Management Plan.

In order to avoid intentional or unintentional plagiarism, students need to refer to the school referencing policy and adhere to the following guidelines regarding what to reference:

#### What to Reference

- The ideas, opinions and theories of authors, either paraphrased or directly quoted
  - Direct quotes of spoken or written words
  - Factual information that is not considered common knowledge, such as statistics and data
  - Visual information including graphs, drawings and photographs
- If in doubt, acknowledge the source of your information with a reference.

#### Consequences of Academic Dishonesty

Academic dishonesty encompasses both plagiarism and cheating. As per the Responsible Behaviour Plan, academic dishonesty is considered a high level breach of school rules and may attract the following consequences:

- The section of work that is proven to be a result of cheating/plagiarism will not be marked. Remaining sections of work will be used to determine a result.
- In cases where the entire work is proven a result of cheating/plagiarism, students will be required to resubmit work within 24 hours in order to meet assessment requirements. The Principal will determine what weight will be placed on the result based on the circumstances. The general principle is that results will not be counted for overall grades.
- If a student is suspected of cheating during an exam/test, the work completed should be removed immediately and annotated with time and details. New paper should be issued so the student can complete the remainder of the paper with integrity.
- In all cases, Students and parents will be contacted by relevant HOD/Admin.
- As per the Responsible Behaviour Plan, consequences may include internal or external suspension, depending on the severity of the cheating or plagiarism.



## PART A: POLICY FOR EXAMINATIONS

1. Students will be notified of each examination for each of their subjects at the beginning of each semester.
2. Students are given notice when examinations are scheduled and should therefore avoid all appointments that clash with examination dates.
3. A formally constructed examination timetable **may** be used at the end of Semesters 1 and 2 for Years 11 and 12 students. Most examinations for each year level will be held during normal lessons. Blocked exams may be implemented as required throughout the year.
4. Missed Examinations
  - 4.1 *Advance Notice:*

Students must complete a **'Missed Examination'** form to advise the school of any unavoidable impending absence immediately they become aware of it. Documentary evidence must be supplied.
  - 4.2 *Unforeseen Circumstances:*

Should a student be absent **on the day of an examination**, the front office must be contacted by the parent or caregiver on the day of the test. This information will be passed on to the appropriate HOD.

In both cases, a completed **'Missed Examination'** form (Appendix A) with supporting evidence of the reason for the absence must be provided to the appropriate HOD immediately upon the student's return to school.

Appropriate evidence might include: medical certificate, notification of selection in a representative team.

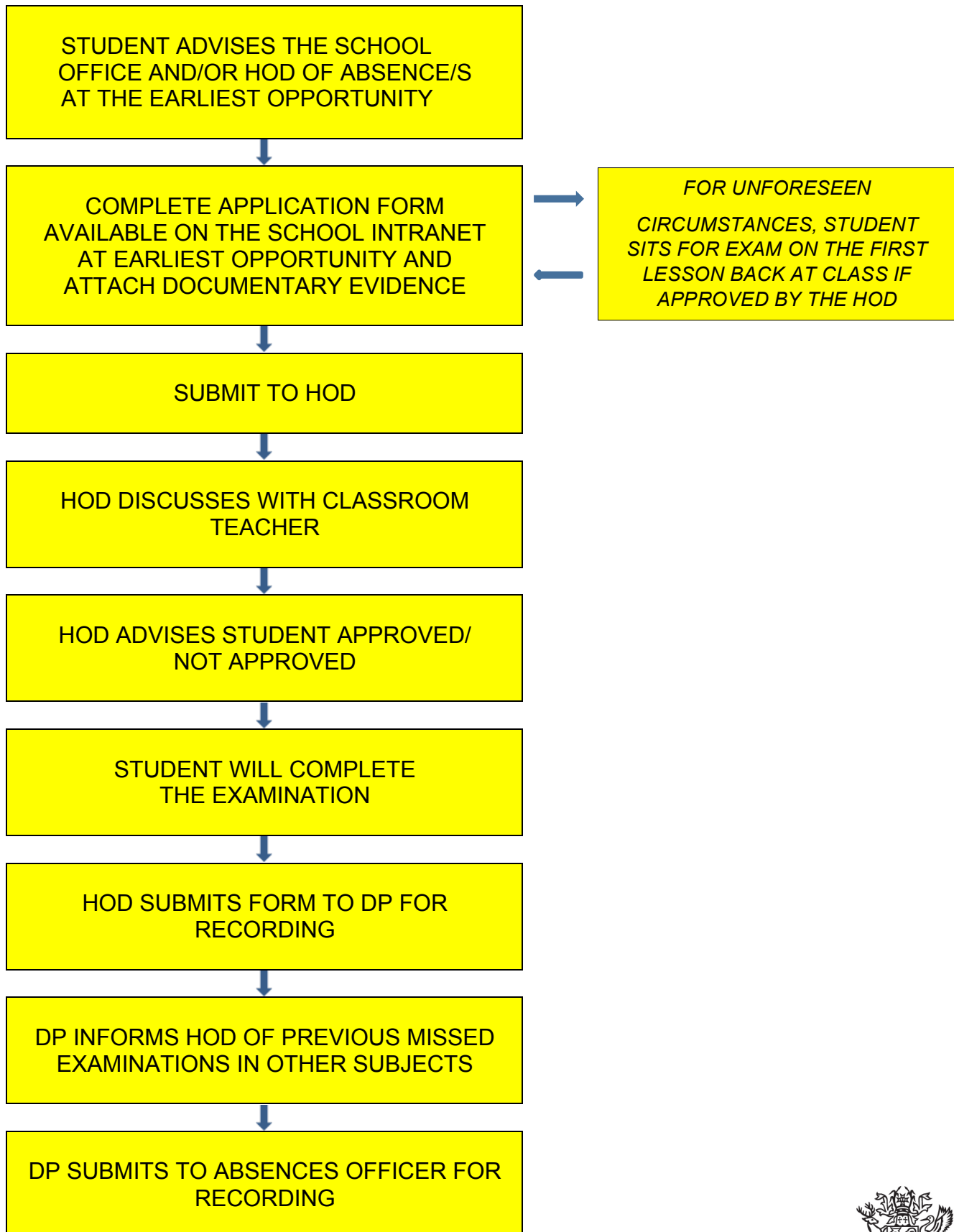
Students will sit the examination upon return to school. The result will be recorded but noted as a late result and thus will not advantage a student's result.

### 5. Students on External Suspension

Students on suspension, at the discretion of the appropriate Deputy Principal and in consultation with the relevant HOD, will be given the opportunity to complete any examination as scheduled during their suspension period.



### PROCEDURE FOR MISSED EXAMINATIONS







## PART B: POLICY FOR ASSESSMENT TASKS OTHER THAN EXAMINATIONS

### 1. Class Time Available

Class time is made available for partial completion of any assessment task. Hence all students will have at least a partially completed assessment task to submit on the due date.

### 2. Due Date

Timely submission of assessments is essential for students to demonstrate mandatory aspects of the course and in order for feedback to be given. Timely submission of assessment is considered to be by 3:05 pm on the due date. 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 of presentation.

### 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 *apply* to the appropriate HOD *PRIOR* to the due date to discuss relevant circumstances. Acceptable evidence, supported by documentation, must be presented to the HOD (any documentation must be accompanied by a completed '**Application for Extension – Assessment**' form (Appendix B)

In those 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 HOD* as soon as practicable, so that the student does not suffer a penalty for late submission.

Each case will be considered on its merit. The appropriate HOD/Deputy Principal are the only people authorised by the Principal who can decide whether an extension of time will 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 on that day. The parent or guardian of the student absent on the due date for the assessment task must *contact* the school office on the day the assessment task is due to explain the situation. Should a student be absent for any reason, acceptable evidence, supported by documentation, must be presented. If 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.

### 5. Assessment Task Submitted Late Without Extension Approval

When an assessment task is submitted late without extension approval, 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 have in place systems which monitor progress of the assessment.



## 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 item in order to receive credit for that semester.

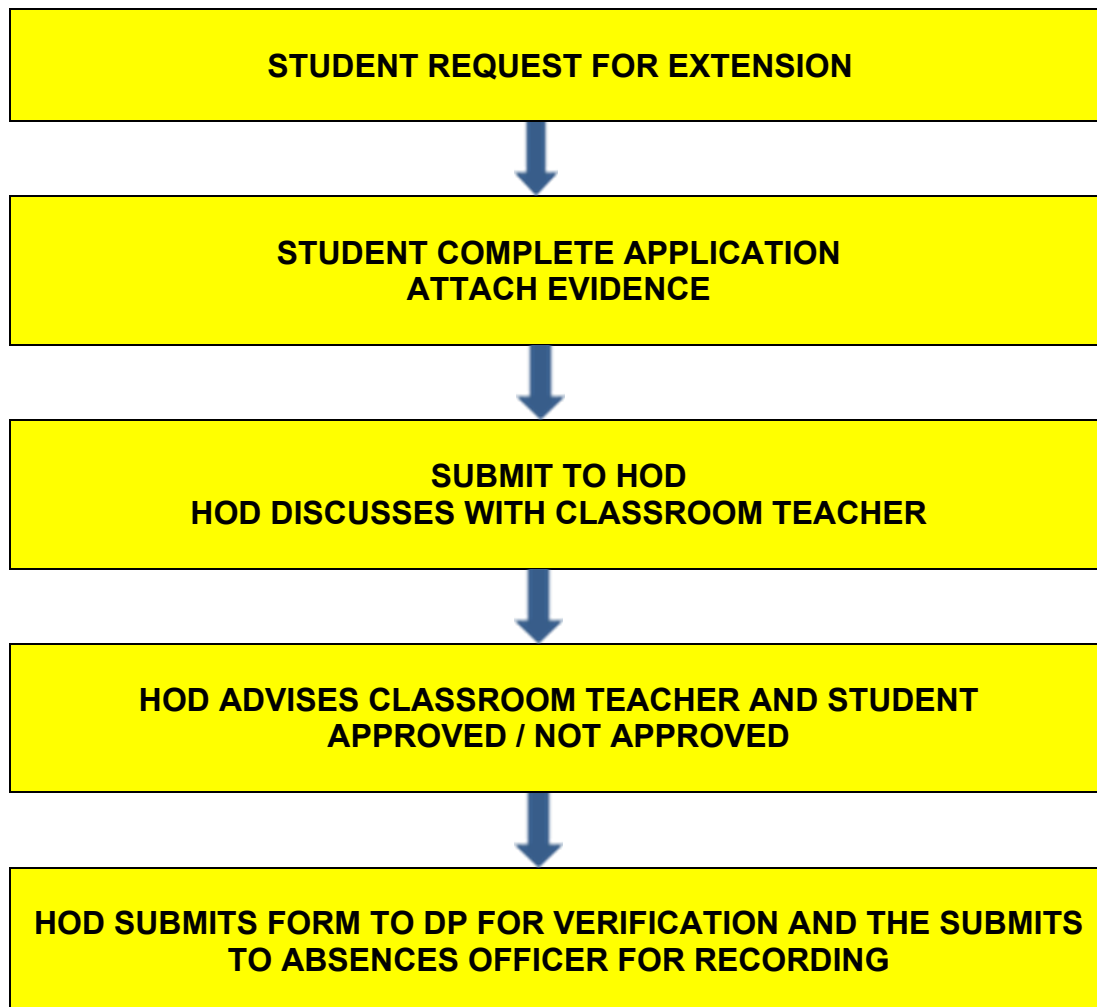
## 7. **Approval for time out from timetabled class**

In extenuating circumstances permission may be granted by Administration for students to absent themselves from normal lessons during normal school time in order to complete assessment tasks.

## 8. **Original Work**

All assessment tasks submitted must be the original work of the students and all references used must be acknowledged. Refer to CSHS Reference Policy – Harvard style guide.

### PROCEDURE FOR REQUESTING EXTENSION FOR ASSESSMENT





## PART C: POLICY FOR ASSESSMENT PROCEDURES FOR ENGLISH AS ADDITIONAL LANGUAGE OR DIALECT (EALD) LEARNERS

### School Responsibilities

- The principle of providing extra time for EALD eligible students and International students will be supported across the curriculum;
- Identify eligible students who will be either on the current Support List for EALD Database Years 11 and 12, or International students in Year 11
- Provide eligible students with extra time for completion of exams in assessment activities where there are significant demands of the English language required for either comprehending the activity or completing the task;
- This extra time will be allocated on the basis of 15 minutes for every 60 minutes of testing, all or part of which may be used for extra perusal time or extra completion time. Where extra time has been granted, the approved application form will be attached to the criteria sheet showing a change of assessment conditions;
- Provide eligible students with appropriate paper-based dictionaries – Bilingual and/or English/English
- Teachers will be made aware of which students are eligible for extra time in each class/subject area;
- HODs and the EALD teacher will make suitable arrangements for the administration of extra time
- With in-class exams, the Curriculum Area HOD will make arrangements for the completion of the exam with the student and class teacher;
- With block exams, the Curriculum Area HOD will make arrangements with the EALD staff to complete the exams.

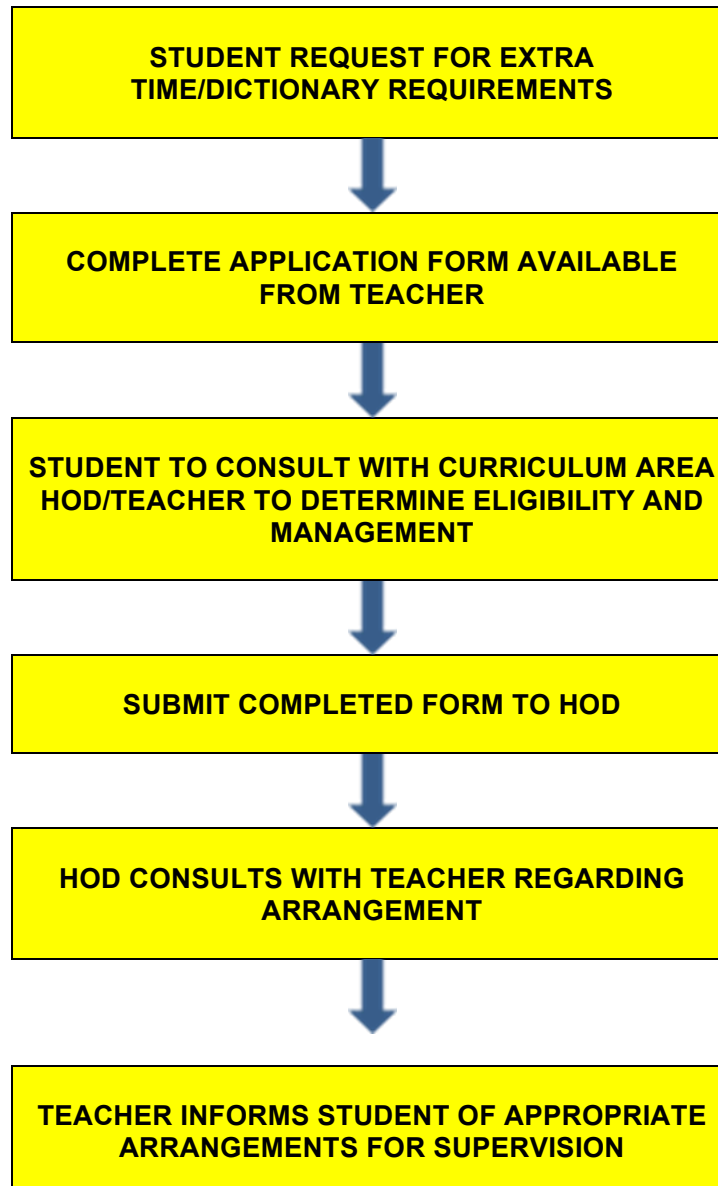
### Student Responsibilities for Extra Time for EALD Students

1. Apply to HOD for extra time with at least two weeks' notice via a form collected from an EALD teacher;
2. Complete on the form if and which dictionaries are required;
3. Return the signed form to the EALD teacher;
4. Inform class teacher of test requirements;
5. Attend the extra time provided either before or after the exam session;
6. Complete and attach an approved application form to every exam paper for which extra time has been granted.





## PROCEDURE FOR OBTAINING EXTRA TIME IN EXAMINATIONS FOR ENGLISH AS SECOND LANGUAGE OR DIALECT LEARNERS





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### Appendix A

### MISSED EXAMINATION FORM

<b>STUDENT TO COMPLETE</b>		
<b>Step 1</b>	<b>Name:</b>	<b>Date request submitted:</b>
	<b>Form Class:</b>	<b>Student ID No:</b>
	<b>Date of scheduled examination:</b>	
	<b>Subject:</b>	
	<b>Reason for missed examination:</b>	
	<b>Documentary evidence attached:</b>	<b>YES / NO</b>
	<b>Student's Signature</b>	<b>Parent's Signature</b>

<b>HOD TO COMPLETE</b>		
<b>Step 2</b>	<b>Exam to be rescheduled:</b>	<b>YES / NO</b>
	<b>Date of rescheduled examination:</b>	
	<b>Time of rescheduled examination:</b>	
	<b>Number of lessons missed:</b>	
	<b>HOD Signature</b>	<b>Teacher's Signature</b>



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### Appendix B

#### APPLICATION FOR EXTENSION – ASSESSMENT OTHER THAN EXAMINATION

<b>STUDENT TO COMPLETE</b>		
<b>Step 1</b>	<b>Name:</b>	<b>Date request submitted:</b>
	<b>Form Class:</b>	<b>Student ID No:</b>
	<b>Date of assessment:</b>	<b>Subject:</b>
	<b>Reason for missed examination:</b>	
	<b>Documentary evidence attached: YES / NO</b>	
	<b>Student's Signature</b>	<b>Parent's Signature</b>

<b>TEACHER TO COMPLETE</b>	
<b>Step 2</b>	<b>Work ethic during set preparation time:</b>
	<b>Number of lessons missed:</b>
	<b>General Comment:</b>
<b>Teacher's Signature</b>	



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<b>Step 3</b>	<b>HOD TO COMPLETE</b>	
	<b>Approved</b> ..	<b>Date Now Due:</b>
	<b>Not Approved</b> ..	
	<b>Comments:</b>	
	<b>HOD's Signature</b>	

<b>Step 4</b>	<b>DEPUTY PRINCIPAL TO COMPLETE</b>	
	<b>Additional Notes:</b>	
	<b>Deputy Principal's Signature</b>	

<b>Step 5</b>	<b>Entered on One School:</b> ..	<b>Date:</b>
	<b>Signature</b>	



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Date

Addressee Details

.....  
.....

Dear Parent/Guardian

**RE: NON-SUBMISSION OF ASSESSMENT**

This is to inform you that \_\_\_\_\_ of \_\_\_\_\_ has not submitted the following piece of assessment:

<b>Subject:</b>	
<b>Type of Assessment:</b>	
<b>Date of Assessment:</b>	

Please be aware that unless the Assessment is handed in to ( \_\_\_\_\_ teacher \_\_\_\_\_ ) by ( \_\_\_\_\_ date \_\_\_\_\_ ), credit for the semester unit may not be awarded.

Please contact me at the school on (07) 4672 9333 to discuss this situation.

Yours sincerely

**Name of HOD**  
**Head of Department**

**Scott Rowan**  
**Principal**