

# Biloela State High School

## ASSESSMENT POLICY

The Assessment Policy provides clear and consistent guidelines for the setting, completion and collection of all assessment which enhance access, participation and equity of outcomes for the range of students across all year levels. See the school website for a complete copy of the policy.

### Assessment Planners

Assessment Planners contain due dates for the majority of assessment tasks. Assessment task deadlines, unless otherwise specified, are always 4.00pm on the due date. They should be either handed directly to the class teacher or submitted to the Assignment Box at the front office.

### Conferencing/Monitoring

The requirements for Monitoring are to check that progress has been made. Conferencing will be decided upon at a faculty level. All assessment tasks (except supervised examinations) should be monitored at least once during the assessment period with the conditions for this outlined on the task sheet. Parents will be contacted when no, or inadequate, material is presented for Monitoring.

### Plagiarism

Plagiarism is the appropriation or imitation of another's ideas being passed off as one's own. For example, it can amount to copying part or all of another student's work; taking a segment/s of published work and incorporating it, without referencing, into the student's work. If plagiarism is confirmed, the component of work that is the student's own (if any) will be marked against the criteria sheet and the appropriate Level of Achievement will be recorded.

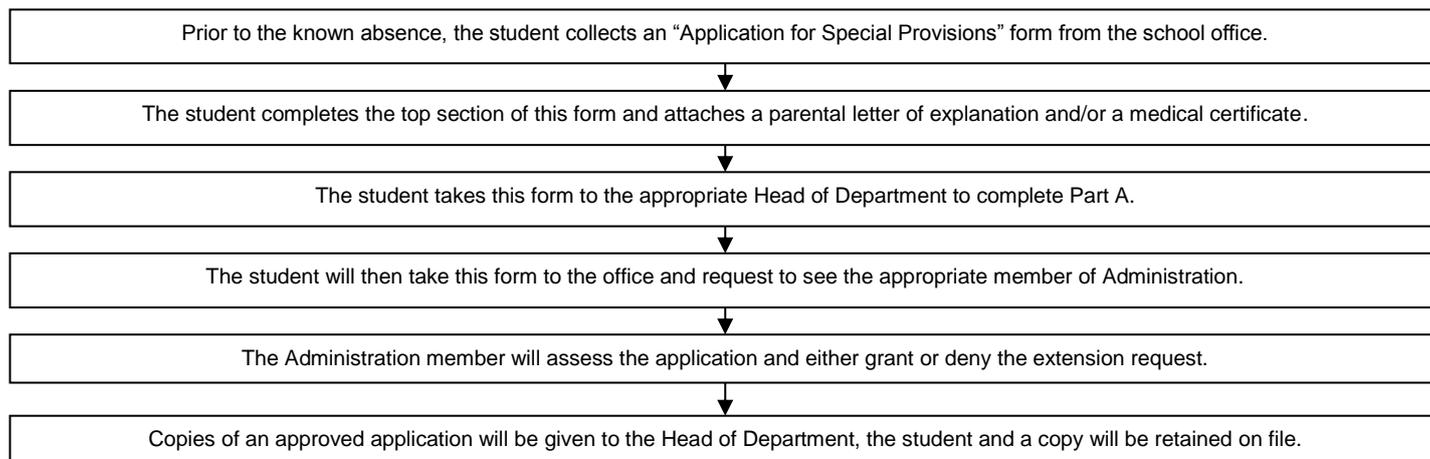
### Special Provisions

Where exceptional circumstances exist; an **extension of the due date** may be sought by a student. Wherever possible, this should be done prior to the due date. Exceptional circumstances include:

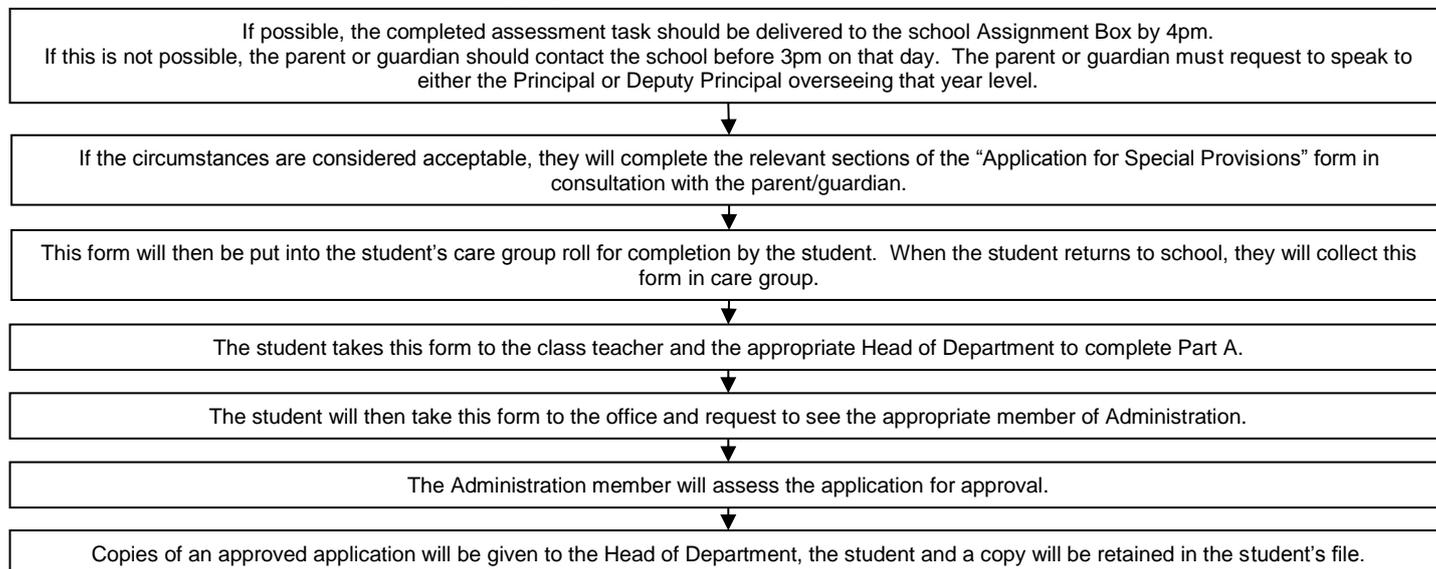
- extended absences due to illness, supported by a medical certificate or parental communication
- absence due to bereavement or exceptional special circumstances, including representative school duties, on the due date, supported by a medical certificate or through parental communication, where it was not possible to convey such during the assignment writing process.

Exceptional circumstances do NOT include work commitments or last-minute technology malfunction (students must ensure they have a back up copy or email the task to school).

### A Process to be followed to apply for an extension PRIOR to the due date.



### B Process to be followed to apply for extension ON the due date.



- It is an expectation that every student attempts and submits **all** set assessment tasks, unless exemption has been granted by the Principal or Deputy Principal.
- Judgements of student achievement in all subjects will be made by matching a body of evidence provided by the student's response to the assessment instrument to the standards associated with exit criteria outlined in the relevant syllabus. Judgements will be made using evidence available on or before the due date.
- Senior students who frequently fail to submit assessment items may not be awarded a Level of Achievement for a course of study and may lose semester credit.
- Senior students whose summative assessment requirements are incomplete may still receive a Level of Achievement, but consideration may be given to the number of semesters of credit awarded for the course. This may impact on OP eligibility and affect QCE credit points.