



NOOSA DISTRICT STATE HIGH SCHOOL ASSESSMENT POLICY 2026

Full details and AARA extension application forms can be found on the School website.

Item	School Policy and procedures
Assessment Communication	The task sheet will outline all conditions of the task, including response length, checkpoints and due dates, and submission details. Students are responsible to follow these conditions, and seek support from their teacher or Head of Department for clarity if needed. The Assessment Calendar will be sent early each semester via email with all assessment dates. It is the student and parent/carers responsibility to communicate any hindrances, such as illness and misadventure, prior to the final due date and follow the school extension and AARA process. All policies and forms in regards to assessment (eg AARA or extension application forms) are available on the School website.
Drafting	Teacher responsibility: • provide feedback on a draft of each student's assessment; for written feedback this is to occur once only • indicate aspects that need to be improved and give feedback allowing students to refine their responses • indicate some key errors in spelling, grammar, punctuation and/or calculations, and remind students that the draft requires more editing, but should not edit or correct all errors in a draft • provide feedback only on a draft submitted by the draft due date • provide a summary of their feedback and advice to the whole class • return drafts within two weeks or submission, and at least one week before the final due date • not award a notional result or level of achievement on the draft • keep evidence of drafts eg. copies of the draft submitted, notes on rehearsals or checkpoints, photographs of product development. This may be used as evidence of student achievement in the case of non-submission. Student responsibility: • submit a complete draft by the set time on the due date that is stated on the task sheet, via the School's preferred plagiarism-detection processes. Parent responsibility: • encourage and support their child to submit drafts on time • read drafts • provide oral feedback to the child on points such as spelling, grammar, punctuation and calculations • ensure private tutors adhere to this assessment policy, with respect to academic integrity.
Access arrangements and reasonable adjustments, including illness and misadventure (AARA)	All students seeking adjustments to assessment conditions, including extensions to assignments, must submit an application prior to the appropriate AARA submitter (1 subject extension: Head of Department, multiple subject extensions: HoD Junior/Senior School, long term diagnosis: Head of Diverse Learning, or Short term & Mental Health diagnosis: Guidance Officer). Noosa District State High School is committed to reducing barriers to success for all students. Application forms are available on the School website. Students are not eligible for AARA (including illness and misadventure) on the following grounds: • unfamiliarity with the English language • teacher absence or other teacher-related difficulties • matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations) • timetable clashes • matters of the student's or parent's/carer's own choosing (e.g. family holidays or sporting events) • matters that the school could have avoided (e.g. incorrect enrolment in a subject).
Authenticating student responses including use of Artificial Intelligence	Satisfactory use for AI by students include: • research • providing creative inspiration or suggestions to assist students in starting their assignments or projects • recommending authoritative sources of information relevant to the subject matter • generating study resources, including quizzes or flashcards, to aid in consolidation and revision of information • demonstrating grammar, sentence construction, and language skills to enhance students' writing abilities • task comprehension. Student responsibility: • demonstrate authenticity of their work including complying with processes established for the task such as: – complete responses during the designated class time to ensure teachers are able to observe the development of work – provide work required at set checkpoint dates and draft date – use the School's preferred plagiarism-detection processes for final submissions, and when requested on the assessment task sheet at draft submissions – participate in HoD requested interviews during and/or after submissions to verify authenticity. Parents/Carers responsibility: - support the efforts of teachers and students to authenticate student responses by ensuring that tutors, family members or others who support students are aware of the guidelines for establishing authorship. Concerns of Integrity or AI misuse: If a teacher suspects that a submitted assessment response is not the student's own work, they will confer with their Head of Department. In cases where student work is suspected to contain evidence of using artificial intelligence, the Head of Department will provide the student with a further opportunity to authenticate their response. These opportunities may include: • student-teacher conferencing • multiple choice questions by the HoD to the student about the task or the student response • further stimulus provided by the student to demonstrate understanding • the use of version history and/or tracking from the Office 365 Applications.

	All student submissions that are confirmed not their own work will be recorded on OneSchool as an academic misconduct.
Managing Integrity breaches including misuse of Artificial Intelligence (AI)	Academic Integrity at Draft or Checkpoint: Where a teacher, in conference with their Head of Department, identifies academic integrity or misuse of AI, the steps forward to resolve may include: • Meet with the Head of Department to discuss actions and resolution. • The Head of Department will manage the processes to confirm if there has been an integrity breach (including misuse of AI); see above section 'Authenticating student responses including use of Artificial Intelligence'. • Only parts of the assessment that are confirmed the student's original ideas by the due date will be given feedback. • If the entirety of the assessment submission has been deemed plagiarised, no feedback will be given. However, a draft/checkpoint work must still be submitted within 24 hours in order for the School to retain response evidence. • At the discretion of the Deputy Principal and only for first integrity misconduct, attend an appointment with the Head of Department to be provided with an opportunity to re-submit original work under supervised conditions that aligns to the draft and checkpoint concepts. This must occur within 24 hours of the submission date. Repeat academic misconduct will not be provided this option. • All student submissions that are confirmed misusing AI will be recorded on OneSchool as an academic misconduct, with referral to Head of Department and Deputy Principal. Parents/carers and student will be notified. Academic Integrity at Final Submission: Where a teacher, in conference with their Head of Department, identifies academic integrity or misuse of AI, the steps forward to resolve may include: • Meet with the Head of Department to discuss actions and resolution. • The Head of Department will manage the processes to confirm if there has been an integrity breach (including misuse of AI); see above section 'Authenticating student responses including use of Artificial Intelligence'. • Only parts of the assessment that are confirmed the student's original ideas will be marked. • If the entirety of the assessment submission has been deemed plagiarised, the student's draft or any class work on or before the due date will be graded. • In circumstances where a student is enrolled in a subject but does not submit an original final response to an assessment (other than unseen examinations) and has not given evidence at prior checkpoints, a 'Not-Rated' (NR) must be recorded. In circumstances where a student response is judged as NR, the student will not meet the requirements for that subject. • At the discretion of the Deputy Principal and only for first integrity misconduct, attend an appointment with the Head of Department to be provided with an opportunity to re-submit original work under supervised conditions that aligns to the draft and checkpoint concepts. This must occur within 24 hours of the submission date. Repeat academic misconduct will not be provided this option. • All student submissions that are confirmed misusing AI will be recorded on OneSchool as an academic misconduct, with referral to Head of Department and Deputy Principal. Parents/carers and student will be notified.
Managing Academic Misconduct, such as: ○ Collusion ○ Cheating under supervised conditions ○ Copying ○ Fabricating ○ Plagiarism ○ Misconduct in an exam	<u>Assignments</u> • Where parts of the task have been plagiarised, results will be awarded using only the parts of the responses that is the student's own work. • Where the whole task has been plagiarised, results will be awarded using any evidence from the preparation of the response that is available (eg draft or checkpoints) and that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus. • Where there is no evidence that is verified as the student's own work, a result of Not Rated will be given. • The teacher will notify the parent/carer and student, record an 'academic misconduct incident' in OneSchool and advise the faculty Head of Department. <u>Group work</u> • The teacher may use supplementary evidence to determine individual contributions. This will be documented on the marking guide. <u>Exams</u> • Evidence of the misconduct is to be recorded by the teacher or supervisor. • Student will be instructed to continue with the exam. • The results will be awarded using any evidence from the exam that has not been influenced by the misconduct. • If no evidence of student's own work can be found, the student will be given a Not Rated result. • The teacher will notify the parent/carer and student, record an 'academic misconduct incident' in OneSchool and advise the faculty Head of Department. <u>Technology</u> • Prior to entry into an exam, digital devices that enable students to communicate and/or interact with the web will be removed.
Managing failure to attend an exam or absent on a due date	A medical certificate must be provided and the exam sat the first day the student is back at school. If this is not possible due to the nature of the assessment task or group item it will need to be rescheduled at the teacher discretion, and a comparable exam may be required. If a medical certificate or proof of extenuating circumstances is not provided, an extension cannot be awarded an extension and will be given a Not Rated result.
Managing a non-submission of assignment	<u>If a student submits a draft but no final copy:</u> • The student's draft copy is graded. <u>If a student does not submit a draft and no final copy:</u> • Evidence collected during preparation time or earlier check points will be graded. If no evidence is provided, a NR (not-rated) will be given.
Managing response length	Students will only be marked for the response within the length conditions.

