



NOOSA DISTRICT STATE HIGH SCHOOL ASSESSMENT & ACADEMIC SUPPORT POLICY

Our Assessment and Academic Support Policy encourages students to adopt responsible attitudes to attendance and academic performance through the Middle and into the Senior Phase. There are clear and consistent expectations as students progress through the school. These include class work expectations and the completion of all assessment to at least a minimum criterion and valid attempts to achieve competencies.

Students must complete the course requirements in order to receive credit for the course and a level of achievement. Course requirements may include class work, homework, practical work, assignments, orals, folios and exams.

- Students are required to complete assessment items. Senior students should refer to the NDSHS Good Standing Policy in alignment with assessment. Students and parents will be notified when a breach of the policy occurs.
- Assessment provides students, parents and teachers with information about a student's progress. It provides information about a student's strengths and weaknesses so that programs can be put in place to improve learning outcomes. At the end of Year 10 and at Exit, assessment assists in directing future student pathways.
- Within the first three weeks of each semester an assessment calendar will be published on the school website and will be available in each home group. The assessment calendar outlines the assessment instruments to be undertaken and when they are to occur.
- Students must be issued with a task sheet and a criteria sheet for each unit/assessment item.

ASSIGNMENTS

• An assignment includes any written or practical work, oral or information technology presentation, which is part of the course of study and is partially completed outside the classroom. It contributes towards awarding levels of achievement. Assignments should enhance student learning and widen student experiences. They should be the most appropriate way to assess particular units of work. Assignments are to be completed under the following conditions:

- Class time will be allocated for a portion of the assignment.
- Assignments must be the student's own work. Plagiarism will be penalised.
- Draft and/or processes will be sighted before the due date and feedback given. Teachers will keep records.
- Only Heads of Department can give extensions. Extension request forms must be submitted to the relevant faculty HOD before the due date with evidence of progress such as preparation notes and /or the draft. (note – exceptional circumstances will be considered) Extensions will be granted where a legitimate reason exists.
 - Illness up to and including the due date – medical certificate required prior to the due date for years 11 and 12 students, parental contact made with the relevant HOD or Guidance.
 - Special circumstances eg. Bereavement – parental contact made with the relevant Year Level Coordinator, Deputy Principal or Guidance staff.

NON-SUBMISSION OF ASSIGNMENTS

- HODs must be notified of students who have not submitted assignments on the day following the due date.
- Teachers are required to contact parents using the standard letter.
- When a final copy of an assignment is not submitted, the rating will be based on the draft/process noted or students will complete the task in class during the lesson.
- When an assignment is handed in late but completed the assignment will be assessed and commented on but the rating cannot contribute to the final level of achievement. (See the previous point)

ABSENTEES

- Students can send in assignments with a friend or relative or e-mail the assignment to the school.
- Where exceptional circumstances exist extensions may be granted.

GROUP PRACTICAL TASKS

- Assessment will take place in class time or at a time designated by the teacher in negotiation with the class/cohort. Conditions should be made consistent so that no group is advantaged.
- Students are expected to organise requirements for the task prior to the assessment.
- If a student is away on the date of the assessment:
 - the absence must be justified by medical certificate or parental contact with the school on the date or prior to the absence.
 - The class teacher should also be notified.

- The student who is absent is required to negotiate a date for assessment with the teacher and other group members on their first date of return.
- Extended absence may result in a group task being completed without the absent student, in which case the absent student's result will be awarded on the process work. Other group members results should not be penalised due to one student's absence.
- HODs will make a professional decision if a student is absent to minimize the impact for the student and group to ensure equity.

EXAMS

- Year 11 and 12 Exam Blocks will occur at the end of each semester. All exams are to be longer than the duration of a normal lesson ie. 70 minutes. Students need only attend those sessions in which they have an exam. Students must wear full school uniform.
- Exams for Years 8-10 are held during normal class lessons
- Students who have been ascertained and students with learning difficulties may need to have assistance eg reader or scribe. Scribes are also available for extreme circumstances such as broken bones. It is the student's responsibility to arrange this with Support Services.
- Where exams occur for a subject on a number of lines the HOD can negotiate use of class time with other subject areas to enable the exam to be held at the same time for all students.

ABSENTEES

If a student is away on the date of an exam:

- The absence must be justified by medical certificate or parental contact with the school on the date of the absence.
- Students who are validly absent are required to negotiate with the HOD prior to returning to school a date for the completion of the exam.
- If there is no valid reason, the student will complete the exam and it will be noted and the student warned that a second time will result in loss of credit.

SPECIAL PROVISIONS

- In the case of extended absences, or extenuating circumstances as determined by Executive and Guidance staff, a level of achievement may be determined commensurate with that obtained for other test instruments that semester.
- Students can not be exempted from assessment in mandatory aspects of an Authority course.

SPECIAL PROVISIONS FOR ORALS

Exit criteria for Authority Subjects cannot be modified.

For students who are experiencing performance anxiety, the following procedure must be followed for every oral presentation.

1. Written draft work submitted on check date. Student to consult with class teacher.
2. Student and parent to consult with Guidance Officer.
3. Student and parent to consult with Medical Practitioner. Medical certificate must specify the medical condition preventing delivery of this assessment task.
4. Student to present medical certificate **before** oral assessment is to take place.

On completion of this process, the student will be awarded special consideration.

- Audience conditions will be determined by the HOD.
- The oral presentation will be assessed in accordance with the remainder of the assessment criteria.

The expectation of this process is that the student will gradually progress to more complex and numerous audiences.

APPEALS PROCEDURE

- Should a student wish to appeal for reassessment of a result it initially is directed to the teacher then the HOD.

LOSS OF CREDIT

Semesters of credit for Queensland Certificate of Education can be denied if students have not completed assessment of mandatory aspects of the syllabus.

This will occur if Year 11 / 12 students either miss exams or do not submit assessment tasks despite measures by teachers. This can lead to cancellation of enrolment.