



CURRICULUM/LEARNING ASSESSMENT POLICY

(Summary)

1. AN ASSESSMENT ITEM

- “Assessment Items” are clearly identified and defined in the subject specific work programs and are a mandatory part of each subject. Students must complete all assessment items in full to the best of their ability on or before the due date.
- Assessment planners and placemats are created each term and identify the unit content, assessment details and due dates. These are distributed by email to families at the beginning of each term and are also displayed on student notice boards.
- Assignments are to be submitted, in full, either to the classroom teacher in the nominated format (printed out unless otherwise advised) or alternatively in hardy copy through the Flexi Centre by 4.00 pm on the due date.

2. CHECKPOINT & DRAFT DATES

- Assessment drafts are compulsory and are to be submitted through the subject teacher on or before the draft date. Drafts should be completed in full or students will be required to attend detentions until such time as a full draft is completed.
- Drafts are to be submitted to their teacher in printed form, however classroom teachers may allow drafts to be emailed to them. This is permitted providing all emails are sent and received through the EQ MIS email facility.
- Students will receive timely and quality written feedback on their drafts within one week of their submission.
- Parents/caregivers will be notified where a student has not met the requirements of submitting a draft as outlined in this section.

3. SPECIAL CONSIDERATION

- Special consideration for assessment variations, including due dates, may be given upon written application to the Head of Department Curriculum Teaching and Learning. Special consideration may include a change of assessment venue, additional time, rest breaks and changes to the format of the assessment item (for example coloured paper or larger font. Special consideration for Year 11 & 12 students requires supporting documentation and application in the QCAA format. QCAA approval is required for any special provisions to be provided in Year 12.

4. EXTENSION

- Students wishing to apply for a change of due date with respect to exams and assignments need to do the following on or before the due date unless extenuating circumstances apply:
 - access the extension request form from the school website or from HOD Curriculum, Teaching & Learning.
 - follow the directions on the form and supply the required evidence in support of the request.
 - have the support of their classroom teacher before HOD approval - which is only granted in accordance with QCAA policy.
- Extensions are provided for unexpected medical or family circumstances. Students must work around extracurricular commitments such as sport, camps, excursions etc to ensure their assessment is submitted on or before the due date.



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(Summary) continued

5. NON-SUBMISSION OF ASSIGNMENTS

- Non-submission of assessment will be actioned in accordance with published QCAA policy for all year levels (refer www.qcaa.qld.edu.au).
- Where a final copy of an assignment is not submitted on or before the due date, the associated level of achievement will be based on the draft assessment copy. In some cases, students may still be required to submit late for the purpose of establishing course coverage.
- Non-submission of assessment in the senior phase of schooling may impact student's eligibility for their QCE.
- Parents/caregivers will be advised where students have failed to submit assessment and may be required to attend a meeting with the HOD Curriculum Teaching and Learning and/or the Deputy Principal to discuss engagement requirements, particularly in the senior phases of schooling.

6. EXAMS

- In the event of a student being absent for an examination, oral or practical presentation, they will receive no consideration for assessment items missed unless the absence falls within the special consideration provisions of the QCAA and has been applied for through the relevant HOD Curriculum, Teaching & Learning.
- Students who are absent may be required to sit alternate assessment at a date negotiated through the relevant HOD Curriculum Teaching & Learning where special consideration is approved.