



# **North Rockhampton High School**

## **ASSESSMENT POLICY**

### **PRINCIPLES FOR ASSESSMENT PROCESSES AT NRHS**

1. Assessment must align with the teaching and learning of the curriculum.
2. When an assessment item is devised, it is to be checked and validated by another teacher, preferably the Head of Department, before the item is administered.
3. When an assessment item relates to more than one class group, all teachers involved are to have input into the item's preparation.
4. Detailed marking schemes are to be devised, distributed and adhered to where more than one class group is using the same assessment item.
5. When different assessment items are being used across classes for the same/similar sections of work, the Head of Department should ensure that comparability of items exists, before the item is administered.
6. Heads of Department are to establish processes which ensure comparability of marking standards across classes and within subjects.
7. Heads of Department are to ensure that when global results are determined at the end of semester, a process providing comparability of standards across classes is in place.

### **ASSESSMENT POLICY**

Assessment at NRSHS refers to all materials that are used to make formal and informal judgements about a student's standard in relation to criteria that emanate from subject syllabi. It may cover such items as class tests, across-class exams, assignments, practical work, orals, survey, excursion work etc.

- (i) Assessment may be formative or summative. Formative assessment is diagnostic and may be used to advise parents and students of how well they are achieving, while summative assessment is that which is used to determine formal results at a particular time eg exit at end of Year 12. Each subject will have differing requirements for summative assessment.

- (ii) All assignments must have the following disclosure as part of the assessment conditions:

H drive is the school's primary file storage device for students. Your H drive is backed-up daily to ensure your files can be restored in the event of accidental deletion etc. USB flash drives are easily lost and subject to failure. Although you may use a USB flash drive to take assignments home to work on them, it is your responsibility to maintain the most recent copy of your assignments on your H drive. In the event of non-submission of an assignment by the due date, assignment work saved on your H drive will be marked. Loss of assignment work stored on a USB flash drive is not a valid reason for non-submission of assessment.

I hereby submit this piece of assessment which is all my own work and not the work of anyone else. I understand the school's policy on copying other people's work and understand that there will be consequences applied if I am found to have copied someone else's work."

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- (iii) Formal tests have certain requirements. These include:-

- Students must not talk, or communicate in any way or for any reason, with other students during the test.
- Students should not move around the room.
- Students may not leave the room until the scheduled completion time. Papers will not be collected until the scheduled completion time.
- Students should check with the supervisor if there is a problem.
- Students must supply their own requirements for the exam, eg. pencils, biro, ruler, erasers, calculators.

- (iv) All assessment dates will be published within the first two weeks of each semester.

There will be no excursions for students in the Senior School in the two weeks prior to block exams. Work placement should not occur over block exam time.

- (v) It is expected that all students will be present for assessment. When students know that they will be unavoidably absent for an assessment item/assignment due date, (including work placement, sporting trips, etc), they must negotiate with their class teacher before the day of the test/due date to arrange another time to sit for their test as close as possible after their return to school (see Assignment Policy in relation to alternative assignments). An individual student or small numbers of students will not be allowed to sit for a test in advance of the designated date.

A student who is absent for an assessment item/assignment due date will be referred to the Head of Department and their parents will be advised (proof of reason for absence may be required). Students who are absent for tests without prior notification or notification on the day from a parent/caregiver will not be given the opportunity to complete tests such that summative credit for that assessment is given.

Monitoring of students' assignment work in class must be such that the teacher can assign a grade based on the evidence of the work retained by the teacher during this time. This grade will be recorded on the student's profile if the completed assignment is not handed in by the due date.

When a student is absent on the day of a group assessment activity, the assessment will go ahead with the remaining students.

### **HEADS OF DEPARTMENT WILL MAKE INITIAL RECOMMENDATIONS ABOUT THESE MATTERS.**

(vi) Special Provisions:-

Special provision means making reasonable educational adjustments to assessment conditions that ensure equitable assessment for all students.

Special provisions may apply to any student, depending on the circumstances. In making a decision about special provision, the school must take into account the mandatory and significant aspects of the subject outlined in the syllabus and the school's work program.

Equity in assessment requires that all students have an opportunity to demonstrate their current knowledge and skills, free from bias and misrepresentation.

Refer to the QSA Policy for further guidelines.

(vii) Cheating or sharing of work in assessment work is a serious matter. Any student suspected of cheating in an exam will have it recorded on the front of the paper, and if it is confirmed, will lose all credit for that test.

Where there is some question regarding the originality of a piece of work, the Head of Department will make a decision and determine any action to be taken.

### **STUDENTS WHO DO NOT COMPLETE WORK (also see Assignment Policy)**

Every attempt should be made to ensure that students complete assessment work (assignments, tests, orals, etc).

Teachers should:

- clearly state issue date, check date and due date on all assessment instruments.
- in the first instance, remind students of their responsibility to complete the relevant assessment item;
- if progress is not in evidence at a specified check date, discuss the matter with the Head of Department re further action and contact parents to advise of student progress.

**Parents must be informed in a timely way that their student's assessment responsibilities are not being met; initial advice via the end-of semester report is not appropriate.**

Heads of Department should:

- assist the teacher in working with the student to ensure that work is completed including arranging withdrawal from classes to complete the item;
- assist teachers, where appropriate, in making contact with the student's parents re – non-progression and non-completion of assessment work;
- establish a process of noting contact with parents.

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Situations will arise where a student will be shown as **“Not Rated”** on a report card. The following needs to be applied in such matters:

- A decision must be made by the relevant Head of Department based on information provided by the class teacher.
- This consultation will determine whether a sufficient amount of and sufficient scope of course material has been covered to allow a valid rating to be made.
- Factors which may contribute to a **“Not Rated”** being recorded include:
  - ▶ prolonged, explained absence resulting from illness, bereavement, etc;
  - ▶ student is new to the school or new to the subject and so has not completed sufficient work;
  - ▶ unexplained, regular absence
  - ▶ a student who has been given every opportunity by the class teacher, HOD and Administration (as per the Assignment Policy) to complete set work but still has not done so. A student who fails to submit work even after strategies such as withdrawal have been used will likely be shown as ‘not rated’.
- When a **“Not Rated”** is awarded to a student, the HOD will make a notation on the Student's profile indicating reasons for same.
- Where a student's non-submission/non-completion of assessment work (for reasons outlined above) emerges as an issue, parents should be notified as soon as possible, well in advance of an **“NR”** rating being recorded on a report card.
- Students also need to be made aware that an NR may lead to OP ineligibility; this will need to be discussed explicitly in advance where applicable

**Only students who have reasonably attempted all assessment work in a timely way are allowed to participate in extra-curricular activities such as the Senior Formal, Year level social events, etc.**

## **ASSIGNMENT POLICY**

“Assignments” include all tasks which are completed in home/class time and which contribute towards semester results. They include written formats (eg essay, newspaper articles, reports), oral presentations and practical assessments.

1. *At the start of each semester, you will receive information about each of the following:*
  - course outline including the content to be covered;
  - details of the assessment for the semester;

2. When an assignment is set, you will receive information about the topic outline, the criteria for assessment, the issue date, the check date and the date due.

**Details of the assignment will be available at least two weeks before the due date.**

3. Time will be set aside in class time for you to prepare your assignment. Enough time will be allowed to give a student making reasonable effort a chance to complete much of the assignment. Work done at home must be brought to school and saved on the students H:drive and/or shown to the teacher as to evidence of work completed.
4. There will be a week prior to the due date for assignments when lessons will be available to finish this work. If your work is significantly below expectations early in the week, your teacher will phone home.
5. **If the assignment is not submitted by the due date, the teacher will determine a result based on the evidence of work submitted prior to the due date.**
6. If you are away without exceptional circumstances (see below) on the due date and/or do not submit your assignment, a grade based on work submitted prior to the due date will be awarded.
7. If you are absent when an assignment is set, you must find out the relevant details from the teacher.
8. All assignment work is to be submitted by 3.00 pm on the due date, unless there are exceptional circumstances, which are covered by the following:
  - (a) an extension of time may be granted by the Head of Department prior to the due date, if, in his or her opinion, sufficient reason exists;
  - (b) extended absence due to illness up to and including the due date; student may produce a medical certificate or parents may speak personally with the relevant HOD to discuss circumstances.
  - (c) absence due to illness on the due date: parents should contact the teacher on the due date and student may produce a medical certificate, or arrange to have the assignment delivered or emailed, or contact the HOD.
  - (d) absence due to special circumstances (eg bereavement): parents should speak directly with the Principal.  
The final decision regarding extensions rests with the Principal.
9. If you know you will be absent on the due date, the assignment must be handed in before this date. This includes absences for sport and work placement.
10. Where the assignment is group-based, the assignment is still to be handed in/delivered/presented on the due date, even if one of the group members is absent on that date. Students will be assessed individually based on their own input into the task.

11. All assignments must be the student's own work and the student declaration on the task sheet must be read and signed. Where originality of work is in question, the Head of Department will make a decision about what is to be done.
12. Where necessary and where appropriate, alternative assignment tasks will be set (for example, where a student has been unable to attend a compulsory excursion). This will be done in consultation between the student, teacher and the Head of Department.
13. In situations where an assignment covers more than one criteria, eg knowledge and reasoning process then all criteria must be attempted.
14. In situations where an assignment has several components, eg research and oral presentation, then all components must be attempted.