



1. *What are my responsibilities when it comes to assessment?*

All students:

- are responsible for submitting both draft and assessment items on or before the due date;
- are responsible for arriving on time on the due day for examinations, unless special consideration has been formally arranged;
- model academic integrity, including in Years 11 and 12 completing QCAA's academic integrity course;
- authenticate their assessment is their own work through the faculty authentication process.

2. *How do I know when assessments are occurring and when they are due?*

All students can access their personal assessment schedule, available on *OneSchool*.

3. *What is the deadline for assignments?*

Unless specified otherwise on the endorsed task sheet, all assignments must be submitted by end of school day (3pm).

4. *How do I apply for an extension?*

There are two grounds for applying for an extension of a due date:

1. **Illness:** A medical certificate is mandatory for students in Years 10, 11 and 12. For students in Years 7, 8 and 9, parental explanation of absence is required (contacting teacher and Head of Department) if absent on day of due assessment; if longer absence due to illness then an [Extension Request Form](#) to be completed.

2. **Extenuating circumstances (including unexpected circumstances):** Family activities of a very special nature requiring absence from school such as:

- Bereavement, family breakdown etc.
- Essential sporting / cultural commitments
- Long-term illness of self or family member.

If a delicate family matter or personal circumstance applies, the application can be lodged directly with the Head of Department. When unexpected circumstances arise on the day of submission causing a student to not attend school, the assessment should be emailed to their teacher and then upon return to school, a hard copy submitted.

Reasons *not* valid for an extension:

- Technology failure (such as printer not working, work not being saved, or computer malfunction etc.)
- School excursions or events
- Extra-curricular activities
- Holidays

To apply for assignment extensions students must follow these steps:

1. Obtain an [AARA Extension Application Form](#) from the school website as early as possible prior to the due date.
2. Complete and return form to the relevant Curriculum Head of Department (if a single subject) or Head of Teaching & Learning Junior/Middle/Senior (if multiple subjects).
3. The relevant Head of Department will consult with relevant class teacher/s and inform the student, parent/guardian and teacher/s on the outcome.



### 5. *What is the school process for late submissions?*

For assignments, if a student does not submit a final response to an assessment and a medical certificate (or in Years 7 – 9 parental explanation of absence) is not provided the teacher will:

- make judgements from the draft or class work; or
- if there is no prior evidence on or before the due date to make a judgment, 'Not-Rated' (NR) will be administered. This will mean they do not receive credit for that unit of work (and circumstances in Senior School means Unit 3 and 4 as a pair causing you not to receive the attached 2 QCE points).

In Years 7 – 9, for unseen exams and live performances, if the student is absent one day (on day of exam or performance) and parental explanation of absence is provided, then the student will be required to sit the missed exam/performance the next day they are back at school. If the student is absent for a period of time due to illness, then an extension request form should be completed and a date for the exam / performance negotiated.

In Years 10 – 12, for unseen exams and live performances, if the student provides a medical certificate the student will be required to sit the missed exam/performance the first day they are back at school. A comparable exam paper may be required for this to occur. If there is no medical certificate, a 'Not-Rated' (NR) must be administered (QCAA policy).

### 6. *How does the school manage students going over the word/time count in assessments?*

Students must adhere to assessment response lengths as specified by syllabus documents (i.e. there is no longer a 10% leeway). If a student submits a final assessment over the response length the teacher will:

- mark only the work up to the required length, excluding evidence over the prescribed limit, and annotate on the response to clearly indicate the evidence used to determine a mark.

OR:

- give students 24 hours to redact a response to meet the required length but not re-write the response.

### 7. *What is the school policy if a teacher suspects plagiarism, including the use of AI to develop assessment?*

Plagiarism, the copying of another person's ideas, text, or other creative work and presenting it as one's own, will not be tolerated. Examples of plagiarism include:

- copying or closely paraphrasing sentences or paragraphs;
- copying ideas, concepts, tables, designs, sounds, images, music, scripts, research data mathematical workings etc;
- copying or adapting another student's work;
- "cutting and pasting" statements gathered from a variety of sources;
- submitting work produced by someone else on the student's behalf;
- using computer programs or online resources such as *ChatGPT* to create assessment items that are not the original creation of the student.

If a teacher suspects there has been a breach of academic integrity they may:

- conduct an internet search of key phrases;
- compare the students' work to the work of past and present students;
- interview the student after the submission of a task to explore further, clarify determine comprehension of the work submitted;
- follow responsible plan for students; and/or
- work with their Head of Department to follow the school Assessment Policy on academic integrity.



If a teacher notifies their Head of Department concerning a case of plagiarism, the Head of Department will:

- notify parent/guardian;
- record the assessment breach on student records;
- implement action to address plagiarism which will include one of the following actions:
  - student will not be graded on work that is not their own, and only sections of work deemed not plagiarised are assessed;
  - where a student is found to have plagiarised the entire task, it will be treated as a non-submission and an NR (not rated) result will be administered.

8. *Is there a school policy regarding number of drafts and feedback allowed, and how much detail a teacher can give?*

Unless a syllabus states otherwise, feedback on a draft is:

- provided on a maximum of one draft of each student's response;
- a consultative process that indicates aspects of the response to be improved or further developed;
- delivered in a consistent manner and format for all students;
- provided within one week of a submission of a draft.

Feedback on a draft must not:

- compromise the authenticity of a student response;
- introduce new ideas, language or research to improve the quality and integrity of the student work;
- edit or correct spelling, grammar, punctuation and calculations;
- allocate a mark.

All assessment evidence, including draft responses, will be submitted by their due date and where appropriate, via QLearn for authenticity checking (as instructed by the teacher).

Draft and final responses for all internal assessment will be collected and stored in each student's folio. Live performance assessments will be recorded and stored as required.

9. *How do I apply for assessment adjustments and consideration of additional support to complete tasks?*

AARAs are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment. These barriers can be permanent, temporary or intermittent. However, they must be substantiated with evidence (e.g. medical certificate, student statement and school statement). A student or parent/guardian can apply for an AARA prior to assessment due dates by completing the [AARA application form](#) on the school website and submitting, along with evidence, to the following AARA submitter:

- Long-term and chronic conditions (e.g. intellectual disability, hearing or vision impairment, physical impairment, specific learning disorders, attention deficit disorder, autism spectrum disorder, diabetes): HoSES
- Mental health conditions such as anxiety and depression, including students already engaged with well-being support: Year level Guidance Officers
- Short-term conditions, which may improve or deteriorate over time depending on a range of factors, and temporary injuries (e.g. broken limb): Head of Department T&L Junior Secondary, Middle Secondary or Senior Secondary
- Illness (e.g. measles, flu-like symptoms) and misadventure (e.g. flooding, death of a close family member): Head of Department T&L Junior Secondary, Middle Secondary or Senior Secondary

# Sunshine Beach State High School: Assessment Policy

## FREQUENTLY ASKED QUESTIONS FOR STUDENTS



### ASSESSMENT POLICY

Purpose: To clearly align the procedures for assignment submission on the due dates by a student.

