

## Assessment

**Each subject's course outline and full assessment programme will be distributed by the class teacher at the start of the course.**

Drafts must be submitted for all assignments prior to the due date. Due dates for assignments must be adhered to strictly, unless there are exceptional circumstances which are covered by the following provisions:

1. An extension of time may be granted by the Principal prior to the due date, if, in his or her opinion, sufficient reason exists. Computer related reasons may not be sufficient enough reason to grant an extension unless proof of repairs can be provided.
2. Extended absence due to illness up to and including the deadline: Parents may produce a medical certificate for the student.
3. Absence due to illness on day of deadline: Parents may produce a medical certificate for the student or student may send the assignment to school with a friend or relative. If neither of these options is possible, the parent should contact the school on the day to explain the circumstances and make arrangements about the assignment being handed in.
4. Absence due to special circumstances, eg. bereavement: Parents should contact the Principal to discuss the circumstances.
5. It is a requirement that all assessment items are completed. Senior students are subject to further specific requirements (refer to Assessment Policy Year 11-12 below)

Each assignment must be the student's own work.

Assignments must be delivered to the appropriate teacher in accordance with the stated time and date indicated on the task sheet.

Some subjects have assignments for which it is not possible to give a due date on the course outline. Class teachers will notify students at least 2 weeks in advance of this type of assessable work.

**NOTE:** Late assignments will be marked and commented upon, **but will not be credited towards the student's level of achievement for that subject.** When an assignment is not submitted, or is submitted late, assessment will be based on draft(s) or work viewed by the teacher on or before the due date. Unless otherwise directed by the Principal, students who fail to complete an assignment by the due date will be required to complete that assignment to a satisfactory standard in order to satisfy course requirements.

### **ASSESSMENT POLICY Years 11 – 12**

The Assessment Policy for Year 11 and 12 is available on the school website, and from the school office on request.

Students in Year 11 and 12 are undertaking the New Senior and the assessment policy is based on the QCE and QCIA Policy and Procedures published by the Queensland Curriculum and Assessment Authority (QCAA).

The policy addresses

- Submission of assessment
- Access arrangements and reasonable adjustments, including requests for extensions
- Drafting, scaffolding and response length
- Academic integrity