



# Cavendish Road State High School

## Assessment Policy

### Applying for Access Arrangements and Reasonable Adjustments (AARA)

#### Managing Absences due to Illness and Emergent Family Circumstances and Applying for AARA (*Principal Reported AARA*)

This section applies to students in all year levels. The items in *italics* only apply to students completing Year 11 & 12 Units 3 – 4.

- This policy provides clarity to students, teachers and parents/carers regarding assessment.
- The Principal is the school's chief moderator of curriculum and assessment and is guided by Ed QLD and the QCAA's *QCE & QCIA Policy and Procedures Handbook* processes for credit of student work.
- Assessment and Course Planners will be published on a semester or yearly basis providing due dates for submission of draft and final submission of assessment items, exams and in-class assessment.
- Students are required to observe Assessment Task Sheet instructions to submit their assessment items in hard copy or electronic format as directed no later than the lesson/time on the due date.
- A due date is set for each assessment item in a student's program and may include an assessment item being required to be submitted, exam sat, practical or oral presentation to be attempted or presented at a particular time/lesson, and/or particular day and date. For Year 11 and 12 students, in the absence of such specific direction written assessment items will be required to be submitted to Turnitin no later than 8:45am on the due date with the printout of the assessment item handed in as directed by your teacher.
- Students are guided, reminded, monitored and expected to organise their study and assessment calendar to ensure they are equipped to manage their assessment obligations. Students are expected to develop responsibility and accountability for meeting all due dates for draft and final submissions.
- Students with school co-curricular or specialist program commitments are required to meet academic requirements and obligations as well as those in their specialist program. Specialist program participation requires students meet expectations of academic progress, completion of course work and submission of assessment. Students are expected to develop responsibility and accountability for meeting all due dates for draft and final submissions.
- In the event of school-approved absences a comparable examination would be required to be completed, or for non-examinations, students are required to submit/present on or before the due date. Examples of school approved absences may include: school excursions that cannot be scheduled at another time, school, district, regional, state or national representation for school supported sport, artistic endeavours, student exchange programs, audition or entrance exams.
- Where a Years 7 – 10 student is returning to school following a Principal Approved Exemption from Schooling and an assessment item is due or an exam scheduled, students will be required to only complete the assessment for the learning for which they were present.
- Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for an Application for AARA.
- Students whose ability to attend or participate in an assessment is adversely affected by illness or an emergent family circumstances **may** be eligible for AARA. The following principles apply.
  - The illness or circumstance is unforeseen and beyond the student's control.
  - *Where it is not possible for a student to complete an assessment item due to Illness and Misadventure, then the QCAA's Illness and Misadventure policy would apply and application would be made managed by a Deputy Principal or Guidance Officer.*
  - *An illness and misadventure application cannot be made for the same condition or circumstances for which QCAA-approved AARA have been approved, unless it can be demonstrated that a significant deterioration or complication of the condition occurred that diminished the student's performance in external assessment.*

## 1. Managing an Absence on the day an Assessment is Due or an Exam is Scheduled

Absences relating to illness and emergent family circumstances are the only basis for this policy. Absences due to other matters will result in the assessment item being treated as a Non-Submission. See Section 2.

- **An Application for AARA is not required for draft work.** If this occurs, please submit the draft on time electronically or discuss with your teacher **prior** to the absence.

### Senior School Students (Years 10 to 12)

- **Where a Senior Student (Years 10 to 12) student is absent the day an exam is scheduled:**
  - An Application for AARA is to be made via the school website.
  - Download the Application for AARA form, complete the details and email to the aara@ email address. A medical certificate from a GP or Specialist or *QCAA Medical Report for Units 3 & 4* will be required (see Example C below).
  - In the case of emergent family circumstances such as serious and sudden family disruption or event, details explaining the event is to be included on the Application for AARA form.
- **Where a Senior Student (Years 10 to 12) becomes ill during a scheduled exam and is unable to complete the exam:**
  - During the exam session, the student should inform their teacher as soon as practicable that they have become ill and are unable to continue.
  - The teacher will collect the exam, noting the time expired, and refer the student to the sick bay.
  - Following consultation with the Head of Department and Administration, the above process, when a student is absent on the day of an exam and an AARA application is made, may then apply. Arrangements may be made for the student to continue the exam or complete a comparable exam.
- **Where a Senior Student (Years 10 to 12) is absent the day an assignment or assessment item is due:**
  - The student should submit the assignment either electronically to the teacher or in-person by parent/relative delivery to the office by 8:45am (See Example A below). In such cases, an Application for AARA is not required.
  - If illness or emergent family circumstances prevent the assignment being submitted by 8:45am an Application for AARA will be required. A justifiable and valid reason for not submitting by 8:45am will need to be evident. For illness, a medical certificate from a GP or Specialist or *QCAA Medical Report for Units 3 & 4* will be required.
  - If the absence on the day the assessment is due has been preceded by a number of consecutive absences due to illness or emergent family circumstances (See Example B below), then an Application for AARA is required. For illness, a medical certificate from a GP or Specialist or *QCAA Medical Report for Units 3 & 4* will be required.
- **The application will be processed by a Guidance Officer:**
  - More information may be requested, consultation with the Teacher and/or Head of Department may be required.
  - The duration of the certified medical condition and impact on the student's capacity and ability to complete and submit an assessment item will be considered in context of attendance up to and including the day of absence.
  - A response will be sent via email to the parent indicating whether the application has been **approved or not approved**. Students need to report to the Head of Department on their first day back at school to submit the task/complete the exam unless the response from the Guidance Officer indicates otherwise. In the case of an exam, the student may be required to sit a comparable examination.
  - *The QCAA will be notified of all Principal Reported AARA for Unit 3 & 4 assessment.*

## Junior School Students (Years 7 to 9)

- **Where a Junior Student (Years 7 to 9) is absent the day an exam is scheduled:**
  - Parents are to make contact with the school attendance officer (telephone the absence line, send SMS or send email) to inform the school of the illness/emergent family circumstance.
  - No other communication or application will be required.
  - Students will sit the exam the next lesson they are present in class.
- **Where a Junior Student (Years 7 to 9) becomes ill during a scheduled exam and is unable to complete the exam:**
  - During the exam session, the student should inform their teacher as soon as practicable that they have become ill and are unable to continue.
  - The teacher will collect the exam, noting the time expired, and refer the student to the sick bay.
  - Following consultation with the Head of Department, the student will be able to continue the exam (or a comparable exam) at the next available opportunity.
- **Where a Junior Student (Years 7 to 9) is absent the day an assignment or assessment item is due:**
  - The student should submit the assignment either electronically to the teacher or in-person by parent/relative delivery to the office by 8:45am (See Example A below).
  - If illness or emergent family circumstances prevent the assignment being submitted by 8:45am the parent/guardian should make contact with the teacher providing explanation.
  - If the absence on the day the assessment is due has been preceded by a number of consecutive absences due to illness or emergent family circumstances (See Example B below), the parent/guardian should make contact with the teacher providing explanation.

## 2. **Non-Submission of written/spoken assessment/exams (where the policy when absent has not been followed or has not been approved)**

- **It is essential students make progress towards the completion of an assessment item.** Teachers may only make judgements in relation to student achievement on an assessment item where there is sufficient evidence of student work by the due date/lesson to award a result.
- Not submitting means the student provides no evidence to support a result for the assessment item by the due date/lesson. **A result will be recorded as a Non-Submission on the student's assessment profile unless,**
  - For assignment work, in the absence of a final submission,
    - teachers will use draft work previously submitted to award a result.
    - in the absence of draft work, work completed by the student and evidenced by the teacher will be used to make a teacher judgement to award a result.
  - In the case of oral or media presentations preparatory student work, including draft work submitted, and evidenced by the teacher will be used to make a teacher judgement to award a result.
- Where the policy when absent has not been followed or has not been approved for exams/in-class tasks/reports/practical work, the student will be required to complete the task at the direction of the Head of Department or HOD Senior School for the purposes of providing the student feedback on progress. The assessment item will still be considered as a Non-Submission.
- *A Non-Submission by a student completing Year 11 & 12 Units 1 – 4 will result in the student being referred to the Deputy Principal (Senior School) and may result in the student being withdrawn from the subject. Where there is no evidence of a response to a summative internal assessment on or before the due date a subject result cannot be allocated. This may place the student at-risk of not receiving the QCE or ATAR. **In order to receive an overall subject result, a student must complete Units 3 and 4 together, providing responses to each of the summative internal assessments and the external assessment for the subject.***

### **3. Late Submission of written/spoken assessment/exams where the policy when absent has not been followed or has not been approved**

- A late submission is one that is submitted after the due date/lesson provided on the assessment calendar. **For late submissions to be marked and rated by teachers an Application for AARA (Senior Students) or contact with the teacher (Junior Students) must occur and be approved** as per Section 1.
- Students submitting assessment late or sitting an exam late, where Application for AARA or contact with the teacher has not occurred and been approved, will be treated as a Non-Submission as per Section 2.

### **4. Applications for Extensions where a student is Present on the day an Assessment is Due or an Exam is Scheduled**

- The application for Extension must be sought **by 3pm two days before the due date**. Applications made after this will not be considered. This will allow time to consult with teachers and/or HODs before a decision is made.
- For Senior Students (Years 10 – 12) use the Application for AARA form. The Guidance Officers may consult with the Head of Department in considering the application for extension.
- For Junior Students (Years 7 to 9), the parent/guardian should make contact with the teacher providing explanation. The teacher may consult with the Head of Department in considering the application for extension.

### **5. Managing a Part Day Absence on the day an Assessment is Due or an Exam is Scheduled**

- Students arriving **late to school** before or after the lesson in which the assessment was due or the exam scheduled will be referred to the HOD Senior School (Years 10 – 12) or a Deputy Principal (Years 7 – 9) by Student Services. The HOD Senior School/Deputy Principal will inform the teacher and Head of Department. The student will submit the assignment to the HOD Senior School/Deputy Principal and/or complete the presentation, exam or practical exercise at the direction of the Head of Department.
  - An Application for AARA (Senior Students) or contact with the teacher (Junior Students), following the procedures and conditions set out in Section 1 will be required.
  - Students will receive credit for the assessment item where approval has been given.
  - Where not approved, the assessment will be treated as a Non- Submission as per Section 2.
- Students **departing school early**, for any reason including illness and sporting participation where the assessment item is due later in the day,
  - must submit the completed assessment item or other evidence such as notes or drafts and/or make alternative arrangements for completing oral presentations, exams or practical exercise with the teacher prior to departing school (see Example D below)
  - An Application for AARA/ contact with the teacher is NOT required if the assessment item was submitted.

## 6. Working Examples

**EXAMPLE A:** Dylan has very good attendance and is in class for most, if not all of the time from when his General Mathematics assignment was handed out. He is absent on the due date and his parent/guardian submits an application for AARA with a medical certificate attached that states Dylan had a medical condition only on the due date of the assignment. He attends school the next day with his General Mathematics assignment. Dylan is not granted AARA as he did not have an illness preventing him from progressing his assignment or handing in his assignment by email or hard copy delivered by other means. Also Dylan will have evidence of this work prior to the due date which a teacher can use to arrive at a judgement to award a rating or mark.

**EXAMPLE B:** Esme has very good attendance but is ill and absent from school for 4 days prior to the submission of her General Mathematics assignment and is absent on the due date. Her parent/guardian submits an application for AARA with a medical certificate attached that states she was ill for all of those days. Her assignment has progressed prior to her illness but she was unable to complete it. Esme is granted Special Provision for a period determined by the Guidance Officer or Head of Department.

**EXAMPLE C:** Jimmy is absent from school on the day of his Year 11 Modern History exam. Jimmy's parent/guardian will need to submit an application for AARA with a medical certificate attached and, upon return to school, Jimmy will sit the exam at the direction of the Head of Department. Jimmy may be required to sit an alternative exam paper to the one attempted by his class mates.

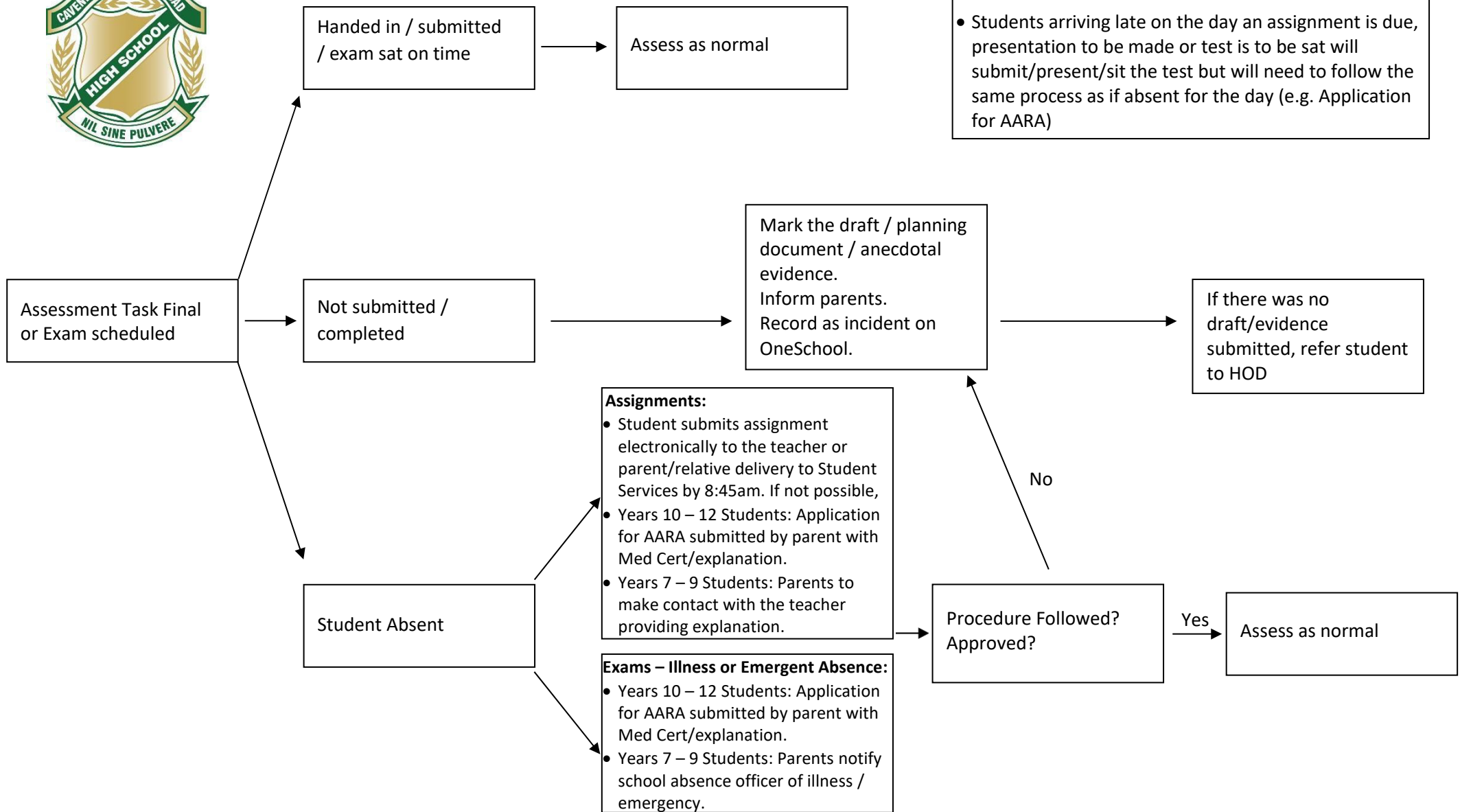
**EXAMPLE D:** Erica and Sonya have English assignments due in period 3. They leave school for an approved absence at the end of period 2 to play a match in their specialist sport program. Erica does not submit her assignment until the next day. Her submission is marked and commented upon but not graded. Her earlier draft or other evidence is used to arrive at judgement of grade to be credited. Sonya emails her teacher her assignment prior to leaving school to play her match. Her assignment is lodged on time, is marked, commented upon and graded for credit.

**EXAMPLE E:** Wayne completes and submits his assignment and complies with conventions of supplying a bibliography and citing some of his work. Upon scanning, Wayne is found to have a portion of his work identical to that of another student and has included ideas and extracts of work attributed to authors and works that are not cited. This is plagiarism. Wayne has his work marked and commented upon and by extracting the plagiarised work, his original work is assessed in meeting the requirements of the task and measured against the marking guide standards to make a judgement A to E.

## **7. Originality and Authenticity**

- Students are expected to submit work that is authentic and original. The intellectual property of others is required to be cited to the appropriate standard. These standards are explicitly taught and age appropriate. Students have available writing guides and tips to assist them design, organise and articulate original thought.
- Failing to cite intellectual property is regarded as plagiarism. Plagiarism is when a student completely or partially copies or alters work that is not their own without attribution (work that is not their own may include another person's or artificial intelligence generated text, audio or audiovisual material, figures, tables, design, images, information or ideas). Plagiarism also includes the use of a translator, including an online translator, as the work produced is not the work of the student.
- The effect upon the student's work is to have the plagiarised material disregarded with only the original work remaining judged against marking guides for credit (if any) to be awarded. (see Example E)

# Cavendish Road State High School - Assessment Policy Flowchart



**Notes:**

- Applications for Extension must be made via an Application for AARA (Senior) or to the teacher (Junior) by 3pm two days before the due date. This will allow time to consult with teachers and/or HODs before a decision is made.
- Students arriving late on the day an assignment is due, presentation to be made or test is to be sat will submit/present/sit the test but will need to follow the same process as if absent for the day (e.g. Application for AARA)