



ASSESSMENT POLICY

At Tullawong State High School, there is a clear expectation that all students will:

- **Work towards achieving success in all elements of their academic or learning program**
- **Meet the learning requirements in classes or learning programs, all assessment requirements as well as appropriate participation in school activities.**
- **All written assessment items are to be submitted at the Resource Centre (Library) before school and during breaks. After school submit at the office.**

In order to ensure consistency and merit in the process of awarding subject credit:

- ✓ Students must participate in class activities and complete set work and all assessment tasks (assignments / tests / exams / projects etc) by the due date as outlined on the published school Assessment calendar and / or on the Task sheet.
- ✓ Extensions will only be granted through application to the Head of Department, Junior Secondary or Senior Schooling, prior to the due date. All assessment must be completed to allow a student to continue in the subject.
- ✓ Students with extenuating individualised circumstances will be considered on an individual case basis.

Notification Processes for Non or late submission

1. **Teacher** speaks to student, contact home and refer to HOD. If contact with home unsuccessful send Failure to Engage letter.
Support in alternate times to complete to a minimum E standard.
2. **HOD** flags student on the HOUSE for:
 - Attendance
 - Assessment
 - Participation
3. Three (3) Subject flags HOD sends letter and interviews student and parent.
OR
Five (5) mixed subject flags House Leader/ Deputy send letter and interview student and parent.

Outcomes

Junior students (7- 9)

- Change behaviour level
- Support strategies for completion
- Loss of credit for assessment /subject

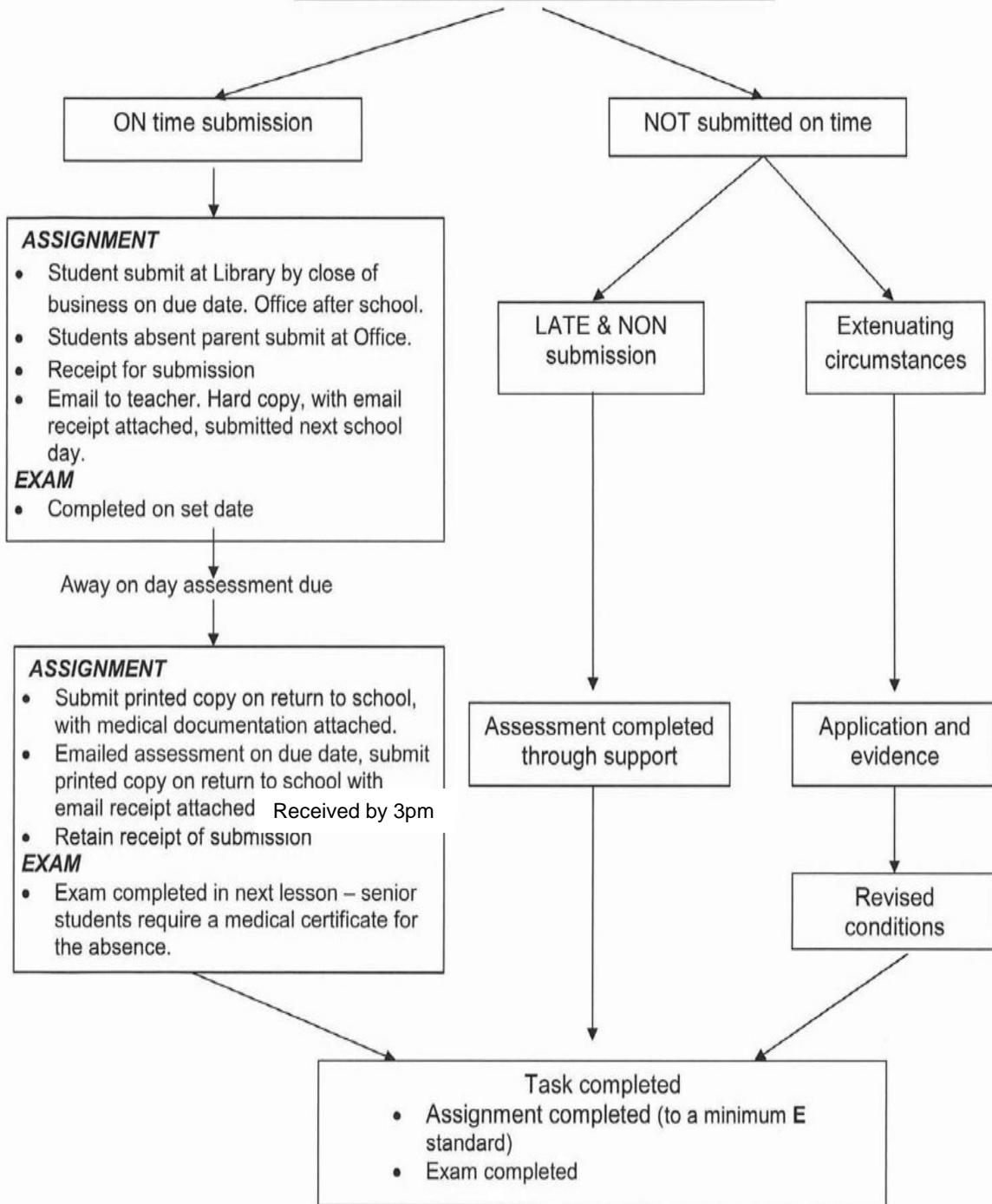
Senior students (10 – 12)

- Change behaviour level
- Support strategies for completion
- Loss of subject credit (QCAA Policy)
- Cancellation of enrolment



ASSESSMENT POLICY

ASSESSMENT SUBMISSION FLOWCHART



Credit towards semester results:

- ON time – result according to task or exam result
- LATE/NON submission – assignment result according to draft
 - exam must have supporting medical documentation for absence
 - Senior NON submit can result in incomplete course and Loss of Credit
- Extenuating circumstances – submit according to provision, result according to task

Applying for Special Provisions (alternate arrangements)

A medical absence prior to the due date, bereavement or extenuating personal circumstances may be grounds for requesting special provisions.

- Senior students will need to meet with the HOD Senior Schooling to complete the *Request for Special Provisions* form.
- Junior secondary students will need to meet with the HOD Junior Secondary to complete the *Request for Special Provisions* form.
- Supporting documentation will be required (e.g. Medical certificate).
- Please note: A lack of effort, poor time management or inadequate preparation are not acceptable reasons for requesting special provisions.
- If you are granted alternate arrangements, you must complete the assessment task on/by the negotiated date and it will be assessed and results fully credited.

Students on Suspension

Special Provisions will not normally be granted to students on suspension; however, a request for a provision may be granted by the Principal.

Plagiarism

Definition: Plagiarism is the copying of material without appropriate sourcing or citation. It involves:

- Copying of the work of others in whole or in part without acknowledgment/referencing.
- The use of material which is changed in only a minor way.
- Sources of plagiarism include: texts, reference books, internet, other students' work.

Consequence/Appeal: Those sections deemed to be plagiarized will not contribute to the overall grade for that task. Students may appeal to the relevant Head of Department in instances of plagiarism. Disciplinary action may be taken.