



## ASSESSMENT POLICY & PROTOCOLS

### Rationale

The purpose of assessment is to provide timely feedback, as well as information about student achievement. Southport State High Independent Public School (SSHIPS) believes that assessment should be aligned with what students have learnt as well as The Australian Curriculum and Queensland Curriculum and Assessment Authority (QCAA) policies.

### Accountabilities

#### School

- Publish Junior Secondary term assessment calendar to parents.
- Publish an assessment calendar available on OneSchool detailing due dates for drafts and final submission of assessment before week 3 each semester.
- Provide students with assessment instruments in an appropriate timeframe and ensure the task sheet provides clear descriptions of requirements.
- Ensure task sheets for assignments clearly indicate the due date for a draft and the due date for the final submission.
- Provide time in class to annotate and deconstruct task sheets for deeper understanding.
- Ensure students are aware of the criteria and standards for assessment and are given time to complete the task.
- Provide students with timely and targeted feedback on progressive work and draft items.
- Provide support for students such as the homework centre.
- Contact home when students are at risk of failing a subject or have not submitted a draft or final assessment by the due date.
- Implement consequences for students who fail to follow the requirements of the assessment policy; such as detention, risk of cancellation process and assessment not awarded a standard.

#### Students

Access the assessment calendar on OneSchool to identify when assessment is due and plan for this with families. Ensure all assessment tasks submitted are the original work of the student and cited work is referenced using the APA/Harvard system.

- Attend all exams on the scheduled date and time.
- Save all electronic assessment work on at least two different storage devices.
- Complete and submit drafts and final assessment tasks on time and to a satisfactory standard (electronic or hard copy as per task sheet or teacher instruction).
- Communicate in a timely manner if difficulties arise that require negotiated personal deadlines or extensions.
- When on a traineeship, excursion or other activity, organise to submit assessment prior to the due date or email your teacher on the due date by 3.30pm. A hardcopy should be given to the teacher at the beginning of the next lesson.
- Follow the requirements outlined for extension (7 – 9) and special provision (10 – 12), which includes missed exams.
- Students with disability access Case Manager and engage with Teacher Aide for support when provided and required.



### Parents

Access the assessment calendar on OneSchool to identify when assessment is due and plan for this with students.

- Encourage students to work consistently on assessment tasks and to meet all due dates.
- Track the progress of drafts and assessment to ensure they are submitted on time
- Follow the requirements outlined for extension (7 – 9), special provision (10 – 12), and missed exams.
- Parents of a student with a disability: contact Case Manager for support and considerations.

### Submitting Assessment

#### Exams

Exams are completed in class, during block exams or during shutdown on the scheduled date. Students absent on the day of an exam should follow the 'Procedure for missed exams'.

#### Assignments

- Assignments should be submitted according to the instructions of the teacher/task sheet. If submitting in hard copy, the task sheet should be securely attached.
- If you have a class on the due date, submit the hardcopy assignment to the teacher in class. If you wish to continue working on the assignment that day, you must submit an updated copy by 3.30pm (see next point for procedure).
- If you don't have a class on the due date, assignments will be due by 3.30pm and must be handed directly to your teacher, submitted to the Administration Office where a receipt will be issued or emailed to teacher.

### Shutdown

- Shutdown exam timetables will be issued to each student (years 10-12 only) 2 weeks prior to exams.
- Students are required to attend school for their scheduled shutdown exams only; at all other times students study at home or in the study room provided at school.
- Students must be in full formal school uniform at all times they are at school.
- Students must stay until the end of the exam and will not be permitted to leave early.
- Students who are behind on certificate/diploma assessment may be required to come into school and catch-up on outstanding work.

### Block Exams

- Block exams are conducted at school and cater for exams in excess of 70 minutes. The normal school and student timetable operate as per normal and students are required to resume class at the conclusion of their exam.
- Year 7 – 12 students may engage in block exams.



### Practical Assessment

- Students absent for practical assessment must contact the school and relevant teacher on the day of the assessment to notify of absence. Supporting documentary evidence must be provided as per the Special Provision/Extension process upon their return to school.
- The student must present and submit the practical task (unless special consideration is approved) on their first lesson back.
- If practical work is required to be submitted in a group, the group will present the task with a substitute student (if required) on the due date. When the absent student returns to school, the group then presents again. (Students who perform on both occasions may be graded on their highest performance level of achievement).

### Special Provision/Extension

- From time to time, unforeseen circumstances such as extended sickness, injury or family issues will arise. In these cases, students may apply for special provision, which may include an extension due date.
- Extensions will not be granted based on issues with technology. It is the student's responsibility to back up all assessment work.
- Extensions will not be granted due to student absence such as short-term illness, excursion, traineeship and other school activities. Students are encouraged to submit all work prior to the due date. Assignments can be emailed to the relevant teacher, or handed in to the Administration office by 3:30pm (receipt issued).
- Students who are absent on the day of an exam will be required to complete the exam on their return to school. Year 7-9 students are to contact the HOD on their return to organise an alternate time and to provide documentation to explain the absence.
- Year 10-12 students are to contact Student Services (see instructions on following pages).

### Sporting Commitments

- Elite athletes requiring extension or special provision are required to negotiate with the Guidance Officer prior to the event.

### Extensions (including missed exams)

A student needing an extension of time or alternative support measures to submit an assessment item must follow the process outlined below:

#### *Extensions Years 7 – 9:*

- a) The parent must contact the Head of Department (HoD) via email or phone, preferably prior to the due/exam date, advising of the nature and predicted length of the absence.
- b) The HoD (in consultation with the teacher) will then request that the student completes an 'Application for Extension' (can be emailed if absent).
- c) The student must provide documentary evidence to substantiate the impacting event/condition e.g. medical certificate, court letter, detailed parent/carer letter.
- d) The HoD will consider the case, consult with the teacher and, if appropriate, may allow a reasonable time extension.
- e) The HoD will document the extension details on the 'Application for Extension' form and provide a copy to the student, teacher and keep a copy as a record.
- f) The student is then obligated to meet the new due date. Unless stated otherwise, it is an expectation that the student will complete their exam on their first day back at school.



*Extensions Years 10 – 12 – assignments:*

To apply for an extension due to **longer illnesses (i.e. two days or more)**, students need to:

- a) Visit Student Services staff before/after school or during breaks with a copy of official documentary evidence to substantiate the impacting event/condition – e.g. medical certificate. PLEASE NOTE: letters from parents are not considered documentary evidence.
- b) Student Services staff will then assist the student to complete the Application for Special Provision paperwork.
- c) The student to take a copy of this draft paperwork (usually a photograph using their phone) and visit relevant teacher/s ASAP. The teacher will consult with their Head of Department to determine if an extension is an appropriate provision and advise the student of the outcome, e.g. new due date, application rejected, N grade, etc.
- d) The student then needs to meet the conditions of the special provision, i.e. submit the assessment by the new due date.
- e) While the student completes steps (c) and (d), Student Services staff will finalise and send the original Application for Special Provision to the HoD/s, who will place a signed copy in the student's file, and return a copy to Student Services staff.

*Extensions Years 10 – 12 – missed exams:*

To apply for an extension due to a **missed exam (single day absence)**:

- a) The parent must contact Student Services staff and the Head of Department via email or phone, preferably prior to the exam date, advising of the nature and predicted length of the absence.
  - b) The parent will preferably email a copy of official documentary evidence to substantiate the impacting event/condition – e.g. medical certificate. PLEASE NOTE: letters from parents are not considered documentary evidence. If email is not possible, the student will provide this to Student Services upon returning to school.
  - c) Student Services staff will then complete the Application for Special Provision paperwork and forward this to the Head of Department/s.
  - d) The teacher will consult with their Head of Department to determine if an extension is an appropriate provision and advise the student of the outcome.
  - e) The student then needs to meet the conditions of the special provision, which unless stated otherwise, requires the student to complete their exam on their first day back at school.
- *To apply for an extension due to sensitive issues (i.e. bereavement, court cases, mental health concerns, and other confidential matters), the parent/guardian will need to contact the Guidance Officer to discuss circumstances and provide necessary evidence.*



### **Adjustment, Modifications and Considerations**

To apply for an assessment adjustment, modification or other consideration (i.e. oral presentation conditions; extra time / out of order seating in exams; use of computer assisted technology; scribe; alternative assessment conditions; etc.):

- Year 7-9 students and/or parent consult with the HOD and provide documentary evidence. Approval is at the discretion of the HoD.
- Year 10-12 students and/or parent consult with the Guidance Officer and provide official documentary evidence. Approval is at the discretion of the Guidance Officer.
- All students requesting adjustments for oral presentations will require documentary evidence from a registered psychologist prior to the due date – to be submitted to the Guidance Officer for discreet distribution to HODs.
- *Students with a disability/verification (SWD/SWV):*
  - the student and/or parent consult with the HoD and provide documentary evidence. Approval is at the discretion of the Case Manager.
  - Adjustments and consideration (scribe, time, sectioned exams, small group presentations) are aligned as per the PLP or ICP.

**PLEASE NOTE:** Family holidays and personal time out periods are not acceptable reasons for Special Provision or extension of time. Student absences known in advance should be reported to the Dean of Students who will request that parents complete an Exemption Application, if applicable. Students are required to submit assessment as per the outlined due date. Where this is not possible, i.e. exams, submission must be prior to the absence. For further information, refer to:

[Special provisions for senior assessment \[Queensland Curriculum and Assessment Authority\]](#)

### **Misconduct during Exams**

- Any form of misconduct in exams (including cheating) or other forms of assessment will be treated as a major incident. Any incidents of deliberate misconduct will be dealt with by the relevant Head of Department. This may result in the assessment task 'not being rated' or only considering sections that are the original work of the student.
- Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarised work will be disregarded in assignments and the teacher will award a standard based on the student's original work only.

### **Appeals**

Refer to the school [Complaints Policy](#).



**N Rating** (awarded on report card)

“N” is used on a student’s report F (Prep) -12 when there is insufficient evidence to make a judgment about student achievement in the reporting period.” ([P-12 curriculum, assessment and reporting framework](#)). Where a student does not attend school regularly (<50%) and sufficient evidence is not available, an ‘N Rating’ is awarded on the students report card.

**N Grade** (awarded on student profile)

An ‘A – E LOA’ is used on a student’s report card when there is sufficient evidence to make a judgment about student achievement in the reporting period. Where a student attends school regularly (>50%) an ‘A – E LOA’ is awarded at reporting junctures.

Sufficient evidence may include:

- Draft
- Formative assessment tools





Application for Extension or Other Change to Assessment Years 7 – 9

Student Name		Roll Mark	
Subject			
Teacher			
Assessment Item			
Application Date		Due Date	

Reason for Extension/Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documentation provided: Yes / No  
Type of document supplied: \_\_\_\_\_  
Teacher recommendation: \_\_\_\_\_  
\_\_\_\_\_

Extension Approved: Yes / No  
New Due Date/ Details of Changes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_  
HOD Signature: \_\_\_\_\_



APPLICATION FOR SPECIAL PROVISION – YEARS 10 – 12

Southport SHIPS: Application for Special Provision															
<p>Please note: extensions are not given for short-term illnesses (3 days or shorter); official documentation is required; and SSHIPS Assessment Policy is available on our website.</p>															
<p>Student to provide copy of documentation, and record date, name, grade, and subject/teacher details</p>															
Student to Complete	Date:    /    / 17    Student: _____    Grade: _____														
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">SUBJECT</th> <th style="width: 50%;">TEACHER</th> </tr> <tr><td> </td><td> </td></tr> </table>	SUBJECT	TEACHER												
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<p>Student Services staff or GO to sight documents and record relevant details</p>															
School Staff to Complete	<p><b>NATURE OF SPECIAL PROVISION</b></p> <p> <input type="checkbox"/> Medical             <input type="checkbox"/> Bereavement             <input type="checkbox"/> Attendance Exemption             <input type="checkbox"/> Sporting             <input type="checkbox"/> GO/Admin Approved             <input type="checkbox"/> Other         </p>														
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Name and Signature (of staff member who sighted documents)															
<p>Student to photograph this page and visit teacher/HoD ASAP to discuss special provision conditions</p>															
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<p>HoD to sign and return to Student Services</p>															
	HoD Signature and Date: _____														
<p>HoDs/ please ask teacher to place a copy in the student's file.</p>															



## Teacher Protocol for Conducting Examinations

### [Starting the examination]

Please say the following:

“Please ensure your mobile phone is turned off and in your bag.

**Do not** turn over the examination paper until I instruct you to do so.

Do you have everything you need for the examination?

Use **blue or black ink** for all written text. Pencil may be used **only for graphs, diagrams or charts**. Coloured pencils are **not** permitted

Read all instructions very carefully. Do not answer more questions than required.

Write as clearly as possible using both sides of each page. If you require more pages on which to write your answers, please ask.

Write your **name** at the top right-hand corner of every page you use (including graph paper if appropriate).

Write **question numbers** in the left-hand margin. Leave the right-hand margin blank.

After I finish this instruction, you will have **five / ten minutes** to read the questions carefully.

During this reading time you are not allowed to write (or use a calculator).

You are not permitted to leave the exam until completion time.

You may now open your examination paper. Your reading time starts now.

(Allow **five / ten minutes**’ reading time.)

Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time).”

### {During the examination}

Make these announcements at appropriate times. Where possible, display a countdown timer.

“The time remaining is 10 minutes.”

### {Ending the examination}

“The examination has ended. Please stop writing immediately and close your examination paper.

Place the examination paper separately on your desk/table ready for collection.

There is to be no talking until all papers are collected.”



### Student Guidelines for Sitting Examinations

ENTER THE EXAMINATION ROOM IN A QUIET AND ORDERLY MANNER  
WHEN INSTRUCTED TO DO SO BY YOUR TEACHER



PLACE ALL BAGS AND ITEMS NOT NECESSARY FOR THE COMPLETION OF  
THE EXAM AT THE FRONT OF THE ROOM OR THE LOCATION  
DESIGNATED BY YOUR TEACHER BEFORE YOU SIT AT YOUR DESK



START AND END TIMES FOR THE EXAMINATION WILL BE ON THE  
WHITEBOARD AT THE FRONT OF THE ROOM



LISTEN CAREFULLY TO ALL TEACHER INSTRUCTIONS



REMAIN SILENT AND AVOID ALL COMMUNICATION  
THROUGHOUT THE EXAM



YOU WILL BE GIVEN A TEN MINUTE WARNING BEFORE THE END OF  
THE EXAM



STUDENTS ARE NOT TO LEAVE THE ROOM UNTIL THE  
EXAMINATION TIME IS COMPLETE