

Benowa State High School Assessment Policy

Rationale

An assessment policy must provide a framework which ensures justice and equity for all students. Teachers plan and implement assessment to monitor and gather evidence of student learning and achievement against the relevant standards (DoE, 2018, p.1.). Assessment incorporates all measures to gather evidence of student learning in each learning area and/or subject, report to parents/carers, and support continuous improvement in student learning and achievement in preparation for future pathways (Assessment and Moderation Hub). Assessment policies and procedures must align with the policies and procedures as set by the Department of Education and the Queensland Curriculum and Assessment Authority (QCAA)

Understanding ‘Academic Integrity’

“Academic integrity requires academic responsibilities to be approached in an honest, moral and ethical way” (QCE and QCIA Policy Procedures Handbook 2019 V1.1, QCAA October 2018).

For our school, these responsibilities include:

- Development of a policy that adheres to the requirements of governing bodies such as the Department of Education, Queensland Curriculum and Assessment Authority (QCAA), Australian Curriculum Assessment and Reporting Authority (ACARA) and the Australian Skills Quality Authority (ASQA), with regards to all assessment.
- Consistent application of the policy and minimisation of potential academic misconduct such as cheating or plagiarising.
- Development of assessment tasks which enable the identification of individual work.
- Use of a consistent method of referencing and adherence to copyright laws.
- Communication and consistent application of assessment submission processes and deadlines.
- Minimisation of barriers so that all students, regardless of their disability, impairment, medical condition or experiences can demonstrate their learning, knowledge and skills.
- Emphasis of the importance of academic conduct and a student’s responsibility as a learner, across all areas of the school.

Scope of this policy

This policy applies to all assessment across all subjects and all year levels. To improve clarity, it is broken into the following sections:

1. Communication of Assessment Requirements

- a. Assessment Schedules
- b. Task Sheets
- c. Word length
- d. Drafting

2. English Department Spoken Tasks Conditions

- a. Conditions
- b. Due Dates
- c. Recording Spoken Tasks
- d. Refusal to present

3. Submission of Assessment

- a. Assessment submission
- b. Oral/Practical Submission
- c. Exam Procedures
- d. Late and Non-Submission

3. Authenticity of Student Work

- a. Plagiarism
- b. False or Misleading information
- c. Referencing

4. Special Provisions – Junior Secondary (Yr7, 8 and 9)

- a. Types of special provision
- b. Who should be considered for special provisions
- c. How to apply for special provisions

5. Access Arrangements and Reasonable Adjustments – Senior Secondary (Yr 10, 11, 12)

- a. Purpose
- b. Process
- c. Examples

6. Illness and Misadventure - Senior School (Yr 10, 11 and 12)

- a. Purpose
- b. Process

7. Types of Academic Misconduct and Examples of Behaviours

1. COMMUNICATION OF ASSESSMENT REQUIREMENTS

a. Assessment Schedules

- All students will have access to the assessment calendar
- Parents are able to access this same information through the website
- Due dates on the assessment schedule will refer to the specific date the assessment is due and work is to be submitted on that day.
- Specific due dates will be communicated to students in class and documented on their Task/Criteria Sheets.

b. Task Sheets

- All summative assessment, (assessment used for the awarding of an academic result), will have a Task/Criteria Sheet which specifies the assessment conventions.
- Assessment convention will include :
 - A clear statement of the task;
 - Conditions and response type;
 - The specific purpose of the assessment and its context and/or relation to course objectives;
 - Expected format, and length requirement;
 - The criteria against which work will be assessed;
 - Specific due dates for presentation of drafts and final copy.

c. Word Length

- Word length and timing are not negotiable.
- Students will receive the comment that the response does not meet the required length, if this is the case.
- Criteria and marking guides will be applied to the evidence provided in responses. As marking guides are designed for responses that meet task length requirements, significantly exceeding the task length can affect the student's result

d. Drafting

- Drafting is an essential part of the feedback cycle and allows both the student and the teacher to gauge the progress of learning that has occurred prior to final assessment.
- Drafts are primarily the evidence on which feedback is based and are not usually used to determine an assessment result.
- Drafts will be used as evidence of student achievement and awarded a grade, if the final version is not submitted on, or before, the due date.
- Teachers may not introduce new ideas, language or research to improve the quality of the student's response.
- Teachers may not edit or correct all errors in a draft and instead are to note in the feedback that this is an issue the student needs to address.

2. ENGLISH DEPARTMENT SPOKEN TASK CONDITIONS

a. Conditions

- The following conditions relate to all courses, including:
 - Years 7-9 English
 - Year 10 English A
 - Year 10 English B
 - Years 11-12 General English
 - Years 11-12 English as an Additional Language
 - Years 11-12 Literature
 - Years 11-12 Essential English
 - Year 12 English & Literature Extension
 - International Baccalaureate English courses:
 - Year 10 Preparatory English
 - Year 11-12 Literature (HL and SL)
 - Year 11-12 Language & Literature (HL and SL)

- Spoken tasks are a mandatory part of the English curriculum, and are directly assessed through syllabus objectives in both ACARA (Years 7-9) and Senior QCAA/IB (Years 10-12).

- The 21st century skills of communication (effective oral communication, communicating ideas effectively with diverse audiences) are featured in English syllabuses as attributes students need to prepare them for higher education, work and engagement in a complex and rapidly changing world. Due to this, at Benowa State High School the following conditions apply.

- **Persuasive or analytical spoken assessment tasks** must be delivered by students in person, in front of their class.
 - **Discussion tasks** (Years 7-10) must be delivered in groups, in front of the class.

- **Imaginative spoken assessment tasks** may be recorded or delivered in-person, to allow for students to use creative complementary features such as costume and setting. If students record their responses, their recordings will be presented to the class (unless there is an AARA/special provision adjustment).

- **Individual oral commentaries** (International Baccalaureate English courses only) must be delivered by students in person.

Students should be familiar with their speech or creative spoken response. While memorisation is not required, students should ensure that they do not depend too much on printed copies or palm cards, as this could impact their result. Adjustments to these conditions are made through applications with the Guidance Department, or through case management with the Access Department.

b. Due dates

- Students must submit their work on the allocated, initial due date. Late submissions will not be accepted.
- All students must submit speech scripts on the *initial* due date and (if relevant) recordings of speeches. Note that students presenting in class might be required to deliver their speech after the initial due date due to time constraints, but they cannot continue working on their speech. The submitted speech must be used.
- If students are recording their speech (AARA/special provisions or imaginative), the video and script must be submitted on the *initial due date* and no later. Late submissions will not be accepted

c. Recording spoken tasks (Imaginative tasks or Special Provision/AARA only)

For imaginative spoken tasks and/or approved adjustments to analytical/persuasive spoken tasks, students may be able to record their spoken tasks. Please note that students cannot pre-record analytical/persuasive tasks without an approved adjustment through Guidance.

- **Formatting**
 - All videos must be formatted in either MP4, MOV or AVI file types. Any other formats (including Moviemaker files) are not accepted.
 - It is the students' responsibility to ensure that the video file works correctly, including audio.
 - In the case that the video does not work correctly, students will not be allowed to resubmit and will be marked on the evidence provided, which may affect their result significantly.
 - Students cannot resubmit their video if there is an error.
 - The video resolution is 720p or higher (720p is recommended to ensure file size is smaller).
 - Video file size should not be over 500MB.
- **Filming**

Students must ensure that:

 - Recording occurs in a space with suitable lighting
 - The camera is placed at an appropriate distance from the student
 - The camera remains directly in front of the student
 - The camera pans only to keep the student in view if movement is used
 - Vocal delivery is clearly audible for the duration of the response
 - The file is a continuous recording of the response with no pausing or editing

- They are in school uniform (analytical/persuasive tasks) or an appropriate costume (imaginative tasks)
 - They are projecting powerpoint slides behind them, if required
 - A suitable background is used for the audience/context
 - The recording is filmed in a horizontal aspect ratio (i.e. not a vertically-oriented phone recording)
- **Submission of video recordings**
- Video recordings for imaginative responses and AARA/special provision-approved analytical/persuasive speeches must be submitted via a USB to the teacher. All students are provided Benowa SHS USB flash drives in stationery packs, and they should use these when submitting their work.
 - The USB must be labelled with the student name and should not contain any other files or material.
 - The USB will be returned to students up to 2 weeks later, after the recording has been copied to our electronic filing system and has been backed-up.
 - Students cannot use Dropbox, AirDrop, email or any other mechanism to submit their video recording.

d. Refusal to present

Students who refuse to present their spoken task cannot be assessed. Teachers cannot mark written work in isolation, as the task has not been completed without spoken delivery. Due to this, students who refuse to deliver their spoken task will be 'Not Rated' for this assessment task. In Senior English courses, this could affect their ability to gain semester credits for their QCE.

3. SUBMISSION OF ASSESSMENT

a. Assessment submission

- All assessment for students in year 7, 8 and 9, with the exception of practical tasks, is to be submitted directly to the classroom teacher and by the due date. Students in year 10, 11 and 12 are required to submit their assessment, with the exception of practical tasks, through Turnitin.
- Students in year 7, 8 and 9 who are absent from school on the day of their assessment are still expected to submit their work either by email or drop off by a friend or relative and this must be done before the main office closes at 3.30pm. Students in year 10, 11 and 12 will need to submit their work through Turnitin.

b. Oral/Practical Submission

- All oral/practical assessment is to be submitted to the teacher during the lesson on the due date.
- Students who are unavoidably absent from school on the day of their assessment, are required to contact their teacher as soon as practical and to submit an application for Illness and Misadventure to the HOD. This is in addition to the parent contacting the school to notify of the absence.

c. Exam Procedures

- Behaviour during exams is to be of the highest standard so as not to impact on the work of others and to ensure authenticity of student responses.
- Students should arrive at the exam room promptly and if during an exam block, at least 10 minutes prior to the exam.
- It is the student's responsibility to bring all required materials and equipment but they must not bring in to the exam room any specifically-prohibited items such as mobile phones, smart watches, computers/ipads etc. Teachers will advise students on the specific exam conditions and the best place to put bags, phones etc.
- Students may not communicate with anyone other than the exam supervisor during the exam.
- Supervising teachers cannot provide advice or assistance to students with questions regarding the materials, content or questions of the examination.
- Students are not permitted to leave the exam room if they have finished early. They must stay until the exam session has finished or until instructed to leave by the exam supervisor.
- To support students with time management, exam supervisors will clearly communicate time junctures such as 30 and 10 minutes before the finish time.

- Students who are unavoidably absent from school on the day of their exam, are required to contact their teacher as soon as practical and to submit an application for Illness and Misadventure to the HOD. This is in addition to the parent contacting the school to notify of the absence.

d. Late and Non-Submission

- All assessment must be submitted on or before the due date.
- When the assessment is not submitted by the due date, teachers may use other evidence such as drafts, to award a result.
- Late submissions will not be accepted at all. The result will be based on evidence available on the due date.
- When there is no evidence on or before the due date, a result cannot be awarded.(QCE/QCIA Policy Handbook, Section 8.5.1)
- Students may apply for an AARA or Consideration of Illness and Misadventure if there are valid grounds

4. AUTHENTICITY OF STUDENT WORK

a. Plagiarism

- All work submitted for assessment must belong to the student.
- All student submissions will be scanned using anti-plagiarism software "Turn it in" to check for ownership
- If plagiarism is suspected, the student will be given the opportunity to prove ownership.
- Only the parts that can be identified as the student's original work will be used to award a result.

b. False or Misleading information

- All research data must be authenticated and referenced.
- If the use of false or misleading information is suspected, the student will be given the opportunity to prove authenticity.
- Only the parts that can be identified as authentic, will be used to award a result.

c. Referencing

- Students must appropriately acknowledge in their work, the inclusion or use of others' ideas, words and information (including charts, tables, graphs and other illustrative materials), through the use of the APA 6th Edition Referencing System.
- In-text referencing and bibliographic requirements will be explained as part of the assessment task/criteria sheet.

5. SPECIAL PROVISIONS – JUNIOR SECONDARY (YR 7, 8 AND 9)

All students are entitled to demonstrate their knowledge, understanding and skills in response to assessments. Special provisions are a practical arrangement to vary the conditions under which assessment occurs in order to enable students with special needs to have an equal opportunity to demonstrate their learning in a subject.

Special provisions are not adjustments to the relevant achievement standard on which student work is judged. They do not involve compensating for what the student does not know or cannot do.

a. Types of special provisions

Special provisions in the conditions of assessment may include:

- *Presentation* – changing how an assessment appears or is communicated to a student from the regular format. For example, being read to rather than reading unless reading itself is what is being assessed.
- *Response* – allowing students to complete assessments in different ways such as using computer software or an assistive device to solve and organise problems when this does not compromise what is specifically being assessed.
- *Setting* – changing location including the physical or social conditions in which the assessment is completed.
- *Timing* – allowing the student a longer time to complete the assessment, or change the way the time is organised or when the assessment is scheduled.

b. Who should be considered for special provision?

Any student who has a specific educational need may be considered for special provision including students:

- with educational needs arising primarily from socio-economic or cultural factors
- with disability such as those of a sensory, motor and/or neurological nature
- for whom English is an Additional Language or Dialect (EAL/D)
- who are gifted or talented
- with short-term impairments such as glandular fever or fractured limbs.

c. How to apply for special provisions

To be granted special provision the student and/or parents (caregivers) need to make an appointment with the Guidance Officer. Any application for special provision will need to be made prior to the assessment date.

6. ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA) – SENIOR SECONDARY (YR 10, 11 AND 12)

a. Purpose

- Benowa State High School recognises that some students may require special arrangements and/or adjustments to their assessment, to be able to demonstrate their skills and knowledge, equitably.
- Formerly known as Special Provisions, Access Arrangements and Reasonable Adjustments (AARA) are designed to assist students who have a disability, impairment, medical condition, or experience other circumstances which may be a barrier to their performance in assessment.
- An AARA must be planned as early as possible to remove these barriers.
- Students are not eligible for an AARA for:
 - unfamiliarity with the English language,
 - matters that could have been avoided such as misreading a task sheet or exam timetable,
 - matters of the student's or family's choosing such as family holidays.

b. Process

- Students, parents or staff may identify a student as requiring an AARA.
- The application form for an AARA is available on the school website or from HODs and Guidance Officers. Parent fact sheets are available to explain the process in detail
- Supporting Evidence must also be submitted which may include but is not limited to, prior recognition of a verified disability, medical report, police report, official notices or psychologist's assessment.
- Parent/Carers must also sign the form indicating their support of the application.
- Applications are submitted to the Guidance Officers
- Approved AARAs will be documented in OneSchool under "Support Provisions" and classroom teachers notified.
- In Years 11 and 12, AARA applications for summative assessment in Units 3 and 4, will need the approval of QCAA.

c. Examples of AARA

- Alternative venue or due date, assistance from teacher aide or assistive technology, rest breaks or extra time, scribe or reader, alternative format of task, varied seating or audience.
- The AARA allocated will be dependent on the needs of the student, the evidence submitted and the nature of the task. A student must be allowed to demonstrate what they know and can do in relation to the task and the AARA must support this process.

7. ILLNESS AND MISADVENTURE – SENIOR SECONDARY (Yr 10, 11 and 12)

a. Purpose

- An Illness and Misadventure provision allows for unavoidable and unexpected events which may impact on a student's ability to complete assessment. These are events that are beyond the student's control such as illness/accident, family emergency or unforeseeable technical issues.
- Students are not eligible for Illness and Misadventure for:
 - matters that could have been avoided such as misreading a due date or exam timetable;
 - matters of the student's or family's choosing such as family holidays.

b. Process

- Students, parents or staff may identify a student as requiring Illness or Misadventure provision.
- The application form for this is available on the school website or from the HODs and Guidance Officers.
- Supporting Evidence must also be submitted which may include but is not limited to medical reports, police reports, official notices or psychologist's assessment.
- According to the QCE/QCIA Policy Handbook 2019, supporting medical reports for Illness and Misadventure in Year 11 or 12, must include:
 - The illness, condition or event
 - Date of diagnosis, onset or occurrence
 - Symptoms, treatment or course of action related to the condition or event
 - Explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
 - For non-medical claims, written evidence from a relevant independent professional or other independent third party such as a witness or police report
- Parent/Carers must also sign the form indicating their support of the application.
- Applications are submitted to the Guidance Officer, not the classroom teacher. A classroom teacher cannot approve an extension or exemption for an individual student.
- Outcomes will be for either an extension or exemption. However exemptions are not applicable for Vocational Education and Training certificates and all studies in Year 11 or 12.
- Approved Illness and Misadventure applications will be documented in OneSchool under "Support Provisions" and classroom teachers notified.
- In Years 11 and 12, Illness and Misadventure applications for extension of summative assessment in Units 3 and 4, will need the approval of QCAA.

8. TYPES OF ACADEMIC MISCONDUCT AND EXAMPLES OF MISBEHAVIOURS

Any form of academic misconduct will attract a penalty, possible consequences may include losing semester credits or receiving a fail for that piece of assessment

Types of misconduct	Examples
Cheating while under supervised conditions	A student : <ul style="list-style-type: none">• begins to write during perusal time or continues to write after the instruction to stop writing is given• uses unauthorised equipment or materials• has any notation written on the body, clothing or any object brought into an assessment room• communicates with any person other than a supervisor during an examination. e.g. through speaking, signing. electronic device or other means such as passing notes, making gestures or sharing equipment with another student.
Collusion	When : <ul style="list-style-type: none">• more than one student works to produce a response and that response is submitted as individual work by one or multiple students• a student assists another student to commit an act of academic misconduct• a student gives or receives a response to an assessment.
Contract Cheating	A student : <ul style="list-style-type: none">• arranges for a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response• pays for a person or a service to complete a response to an assessment• sells or trades a response to an assessment When this is suspected we can : <ul style="list-style-type: none">• ask students to complete responses during designated class time to ensure teachers are able to observe the development of work and authenticate student responses• ask students to explain the meaning of particular words and excerpts of the response
Copying work	A student : <ul style="list-style-type: none">• deliberately or knowingly makes it possible for another student to copy responses• looks at another student's work during an exam• copies another student's work during an exam.

<p>Disclosing or receiving information about an assessment</p>	<p>A student :</p> <ul style="list-style-type: none"> • gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment • makes any attempt to give or receive access to secure assessment materials.
<p>Impersonation</p>	<p>A student :</p> <ul style="list-style-type: none"> • arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment. • completes a response to an assessment in place of another student.
<p>Misconduct during an examination</p>	<p>A student distracts and/or disrupts others in an assessment room.</p>
<p>Plagiarism or lack of referencing</p>	<p>A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas).</p>
<p>Self plagiarism</p>	<p>A student duplicates work or part of work already submitted as a response to an assessment instrument in the same or any other subject.</p>