

BENOWA STATE HIGH SCHOOL

ASSESSMENT POLICY



Rationale

Benowa SHS is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities.

An assessment policy must provide a framework which ensures justice and equity for all students. Assessment incorporates all measures used by Benowa SHS to determine student performance. Assessment policy and procedures employed by the school comply with the policies and procedures set down by the Queensland Studies Authority (QSA).

At all times, decisions related to assessment matters will be based on the professional discretion of class teachers and the relevant Head of Department, sometimes in consultation with Administration. It is intended that this policy will inform all matters related to assessment.

Relevant Legislation and Policy

- Late submission and non-submission of student responses to assessment instruments in Authority-registered subjects – Queensland Studies Authority (QSA) Jan 2009
- Special provisions for school-based assessments in Authority and Authority-registered subjects – Queensland Studies Authority (QSA) Jan 2009
- Strategies for authenticating student work for learning and assessment – Queensland Studies Authority (QSA) May 2005
- Queensland Curriculum, Assessment and Reporting Framework
- Subject area syllabuses

RESPONSIBILITIES

School Responsibilities

- Publish all assessment dates via an assessment calendar
- Provide students with assessment instruments in an appropriate time frame
- Provide appropriate class time for assessment
- Provide feedback to students on both rough draft and final assessment tasks in a timely manner
- Enact procedures which ensure a consistency of standards is maintained in the marking of assessment instruments
- Ensuring issues of plagiarism are identified and consequences applied

Student Responsibilities

- Ensure all assessment tasks submitted are the original work of the student
- Use the School Reference Policy
- Present a draft to teachers for each assessment
- Demonstrate mandated requirements of the course
- Submit all assessment tasks by the due date
- All Senior phase assessment tasks are to be submitted through online "Turn It In" software program
- Complete a '**Missed Examination**' form (*Appendix A*) or '**Application for Extension – Assessment**' form (*Appendix B*) prior to the due date and submit to the relevant Head of Department (HOD) providing support documentation to validate the extension
- Ensure all assessments are completed to a level that is deemed satisfactory, in terms of content and presentation by the subject teacher and the respective Head of Department.

Parent/Caregiver Responsibilities

- Encourage students to submit all drafts and final assessment instruments by the due date;
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary.

PART A: POLICY FOR EXAMINATIONS

1. Students will be notified of relevant examination for each of their subjects at the beginning of each semester via the distribution of assessment calendar.
2. Students are given notice when examinations are scheduled and should therefore avoid all appointments that clash with examination dates.
3. An examination timetable will be used at the end of Semesters 1 for Years 11 and 12 students. All other examinations for each year level will be held during normal lessons.

Missed Examinations

4.1 *Advance Notice:*

Students must complete a '**Missed Examination**' form, available from the Head of Department, to advise the school of an unavoidable impending absence immediately they become aware of it. Documentary evidence must be supplied.

4.2 *Unforeseen Circumstances:*

Should a student be absent on the day of an examination, the front office must be contacted by the student, parent or caregiver on the day of the test. This information will be passed on to the appropriate HOD.

In both cases, a completed '**Missed Examination**' form (*Appendix A*), with supporting evidence of the reason for the absence, must be provided to the appropriate HOD immediately upon the student's return to school.

Appropriate evidence might include: medical certificate, notification of selection in a representative team, copy of itinerary, etc.

It is at the discretion of the HOD that a student is offered the opportunity to sit for an early or late examination. Students should be aware that if an examination is missed for legitimate reasons, their overall level of achievement will not be compromised.

5. Students on External Suspension

Students on suspension, at the discretion of the appropriate Director and in consultation with the relevant HOD, will be given the opportunity to complete any examination as scheduled during or after their suspension period.

PART B: POLICY FOR ASSESSMENT TASKS OTHER THAN EXAMINATIONS

1. Class Time Available

Class time is made available for partial completion of all assessment instruments. Hence all students will have at least a partially completed assessment task to submit on the due date.

2. Due Date

Timely submission of assessments is essential for students to demonstrate mandatory aspects of the course and in order for feedback to be given. **Senior phase** students **MUST** lodge their completed written assessment tasks through "Turnitin" software program on the school network or at home on or prior to the due date. Timely submission of assessment is considered to be by **3:30pm** on the due date.

Middle phase students should submit their assessment tasks during subject class time, lunch breaks or at the student counter in Administration by **3.30pm** on the due date. Students will receive an "Assignment Received" receipt from IDAttend indicating that the assessment has been lodged. It is the student's responsibility to retain this for proof of submission. The work will be marked, commented upon, and credited towards the student's semester result.

3. Request for an Extension of Time to Complete an Assessment Task

An extension of time to complete an assessment task will be granted **ONLY** in cases of *genuine prolonged illness* or *exceptional circumstances*. Parents/caregivers who believe that their student/child has a case for an extension of time should *apply* to the appropriate HOD *prior* to the due date to discuss relevant circumstances. Acceptable evidence, supported by documentation, must be presented to the HOD (any documentation must be accompanied by a completed '**Application for Extension – Assessment**' form (*Appendix B*) which is available from the relevant Head of Department.

In those cases where an unforeseen emergency has prevented an assessment item being submitted on time, the parent/caregiver of the student must personally *discuss* the situation with the *relevant HOD* as soon as practicable, so that the student does not suffer a penalty for late submission. Each case will be considered on its merit. The appropriate HOD is the only people authorised by the Principal who can decide whether an extension of time will be permitted. The class teacher will also be asked to provide a relevant comment on the appropriateness of granting the extension.

4. Student Absent on Due Date for Assessment Task

Students who are absent with a genuine reason on the date an assessment task is due should still make **every effort** to submit the assessment task on that day. The parent or guardian of the student absent on the due date for the assessment task must *contact* the school office on the day the assessment task is due to explain the situation. Should a student be absent for any reason, supporting documentation, must be presented. If unable to hand in the assessment task on the due date, the student must hand in, or complete the assessment task, on the **FIRST DAY** the student returns to school.

Students on suspension are required to submit assessment by the due date.

5. Late Submissions of Student Responses to Assessment Instruments, without Extension Approval

In cases where students do not submit a response to an assessment instrument by the due date, judgements will be made using evidence available **on or before the due date**. Teachers will have in place strategies (class work, draft etc) which monitor progress of the assessment.

6. Non-Submission of Student Responses to Assessment Instruments

In cases where students do not submit a response to an assessment instrument by the due date, judgements will be made using evidence available **on or before the due date**. A standard of achievement can only be awarded where evidence has been demonstrated by the student and sighted by the teacher. In regard to non-submission of an assessment instrument, consideration needs to be given whether a level of achievement can be awarded for the semester where non-submission occurred. Students will still be required to submit the outstanding assessment item in order to receive **credit** for that semester.

7. Special Provisions (see *Glossary*)

Students who have applied for Special Provisions through the Guidance Office may negotiate alternative arrangements for missed exams and incomplete assessment with teachers and HODs. Where possible reasonable educational adjustments should be made **before** a student undertakes an assessment and opportunities for alternative assessment arrangements should be provided



8. Original Work /Plagiarism



All assessment tasks submitted must be the original work of the students and all references used must be acknowledged. Refer to "*The APA System of Referencing*" which can be located on pages 20-22 of Benowa SHS's 2011 student diary. Senior phase students, who submit assessment via "Turnitin", will be given class ID number and a class enrolment password. This program allows teachers to ensure originality of student work through cross-checking with millions of archived student papers, journals, articles and web pages and underlining all works which have been taken exactly from another person's text

To prevent claims of plagiarism, students can utilise "WriteCheck" on this website for an independent evaluation of the paper - not connected with any particular course or class.. Possible consequences of plagiarism include;

- The student losing semester credit
- Lose of credit for both students where work was knowingly shared.

BENOWA SHS MISSED EXAMINATION FORM

STUDENT TO COMPLETE	
Step 1	Name:
	Date requested Submitted:
	Care Class:
	Student ID No.:
	Date of scheduled examination:
	Subject:
	Reason for missed examination:
	Documentary evidence attached: YES / NO
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Student's Signature </div> <div style="text-align: center;">  Parent's Signature </div> </div>

HOD TO COMPLETE	
Step 2	Exam to be rescheduled: YES / NO
	Reason/s for decision:
	Date of rescheduled examination:
	Time of rescheduled examination:
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Teacher's Signature </div> <div style="text-align: center;">  HOD's Signature </div> </div>

APPLICATION FOR ASSESSMENT EXTENSION - Other than Examination

SECTION A STUDENT TO COMPLETE

Student Name:	Care Class:
Subject:	Class Teacher:
Assessment Item:	Date Issued:
	Original Due Date:
	Date of this application:

Reason for this application: _____

Supporting documentation supplied (please give details) _____

SECTION B TEACHER TO COMPLETE

Application is approved if:

Application is not approved if:

<input type="checkbox"/> Application was made before the due date	<input type="checkbox"/> Application was made after due date
<input type="checkbox"/> Application was made after the due date due to extenuating circumstances	<input type="checkbox"/> Reason is not substantiated and justified
<input type="checkbox"/> Reason is substantiated (note/medical certificate)	<input type="checkbox"/> Insufficient work has been completed to date
<input type="checkbox"/> Sufficient work has been completed to date	<input type="checkbox"/> Student has made ineffective use of time and resources
<input type="checkbox"/> Student has made effective use of time and resources	<input type="checkbox"/> Assessment can be completed before due date
<input type="checkbox"/> Student has special consideration	<input type="checkbox"/> Extension has been previously given Due date: _____

NEW DUE DATE: _____ DATE WORK RECEIVED: _____

TEACHER SIGNATURE _____

SECTION C STUDENT AND HOD TO COMPLETE

I understand and accept that this application **has/has not** been approved.

Student signature:

HOD signature:

Date:

Date:

A copy of this application is to be attached to the assessment item when received on the new due date.

GLOSSARY

QSA - The Queensland Studies Authority (QSA) is a statutory body of the Queensland Government. We provide Preparatory Year to Year 12 syllabuses, assessment, reporting, testing, accreditation and certification services for Queensland schools.

Authority-registered subject - A type of subject senior secondary students may study. Results in these subjects are recorded on the Queensland Certificate of Education (QCE) but they are not included in the calculation of OPs and FPs.

Authority subject – A subject for which the course of study is based on a syllabus that has been approved by the Queensland Studies Authority. Results in authority subjects are recorded on the Queensland Certificate of Education (QCE) and included in the calculation of OPs and FPs.

Special Provisions - The responsibility for making decisions about special provisions lies directly with the schools. “Special provisions” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances.

Syllabus- A syllabus is an official “map” of a school subject. It provides teachers with:

- a rationale and outline of the school subject
- an overview and specification of what should be taught and learned
- guidance on applying centralised standards to assess students to ensure that classroom and school-level assessment aligns with systemic practices.

Plagiarism - Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people *when that work should be your own independent work*. This remains plagiarism whether or not it is with the knowledge or consent of the other person or people. Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarise work by, for example, allowing access to a draft or completed assignment or other work.

Draft - In assessment terms, draft is any of various stages in the development of a plan, document, or picture: e.g. a preliminary draft of a report; the final draft of a research paper.

BENOWA STATE HIGH SCHOOL ASSESSMENT POLICY TEACHER GUIDELINES



The following sections are outlined to ensure teaching staff implement consistent adherence to and implementation of, Benowa SHS's Assessment Policy.

Late and Non Submission

Judgements of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence, provided by students' responses to assessment instruments, to the standards associated with exit criteria outlined in the relevant syllabus.

Students are expected to complete all assessment items. Teachers are expected to maintain an assignment register tracking sheet for those students submitting assessment items and complete the "Non-Submission of Assessment Register" proforma detailing the names of students who have not submitted the assessment item by the due date. This is to be compiled and handed to the Head of Department on the due date.

A number of scenarios exist where a student may not satisfy the requirements of the assessment instrument. In all scenarios an explanatory note will be recorded on the student's profile.

Scenario	Action
Student progress causing concern	Teacher makes contact with Parent or sends proactive preliminary letter outlining concerns about completion (<i>Appendix A</i>). Other points of intervention accessed e.g. HOD, STL&Ns, YLC etc. Strategies put into place that supports a process for gathering evidence to be strongly considered (class work, drafts etc)
Student does not submit an assessment item	Teacher to check pigeon hole to ascertain whether lodgement through Administration has occurred. (IDAttend receipt issued for Middle phase students) Teacher makes judgements regarding assigned level of achievement using evidence available to them on or before the due date. <i>Non-Submission of Assessment Register (Appendix D)</i> proforma given to HOD. Phone call to parent <u>and</u> letter sent, informing Parents of missed assessment item.
Student submits an assessment item after the due date	Teacher makes judgements regarding assigned level of achievement using evidence available on or before the due date. However, if student provides required documentation they are not to be disadvantaged in allocation of level of achievement for that assessment item. Letter (<i>Appendix F</i>) sent informing parents of circumstance surrounding assessment item and consequent action by Head of Department.
Student is absent on the due date	<i>Non-submission of Assessment Register</i> proforma (<i>Appendix D</i>) given to Head of Department. Phone call to parent initiated <u>and</u> letter (<i>Appendix E</i>) sent informing parents of missed assessment item. Student completes option indicated by HOD regarding assessment.

Student requests extension	Student applies for an extension prior to the due date by obtaining and completing "Application for Extension" form (<i>Appendix C</i>). Principles of Special Provision (as outlined below) are applied. Where an extension is not granted by HOD, then teacher makes judgments regarding level of achievement using evidence available on or before the due date.
Student absent on day of test/examination	<i>Non-submission of Assessment Register proforma (Appendix D)</i> given to HOD. Phone call to parent initiated and letter sent (<i>Appendix E</i>), informing parent of missed assessment item. Student completes Missed Examination Form (<i>Appendix B</i>) assessment immediately upon return.
No evidence available	Level of achievement standard/s are not awarded and an 'N' is recorded on the students profile. A letter (<i>Appendix G</i>) is sent to the student's parent indicating the possibility of no credit for the semester.

As part of the development process, students should be monitored as they undertake the requirements of the assessment instrument. Evidence will be gathered prior to student submission, or completion, of an assessment task via two processes;

- ◆ Direct evidence including: drafts, classwork, emails, photos, journals, recordings, rehearsal notes etc
- ◆ Indirect evidence including: annotated task specific criteria sheets, notes of an interview, peer assessment.

Special Provision

Special provisions are reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Benowa State High School provides opportunities to all students to demonstrate their current knowledge and skills. Reasonable adjustment involves varying the conditions under which assessment occurs in order to enable students to have opportunities to demonstrate their knowledge and skills in a course of study.

Examples:

- ◆ allowing the use of specialised equipment to accommodate a student's disability (e.g. keyboarding rather than handwriting)
- ◆ providing a reader or scribe
- ◆ providing assistance with the interpretation and comprehension of assessment items for students with language difficulties
- ◆ allowing additional time for students to complete assessable tasks
- ◆ giving Aboriginal and Torres Strait Islander, migrant and refugee students the opportunity to present their cultural experiences in responses to assessment items
- ◆ rescheduling an assessment item to cater for unexpected circumstances

A reasonable adjustment does not include adjustments which are a component of the knowledge or skill being assessed.

Judgements

Judgements of student responses can only be made:

- ◆ where there is student work to match syllabus standards descriptors
- ◆ using syllabus standards associated with exit criteria
- ◆ based on evidence available on or before the due date

The practice of awarding a lower standard as a penalty for lateness is not valid in a standards-based system of externally moderated school-based assessment. A standard can only be awarded where evidence has been demonstrated. Therefore, an "E" standard for non-response for a particular assessment instrument cannot be awarded if there is no evidence for it.

Exemption

“Exemption” is provision for non-completion of a piece of assessment. An exemption is:

- ◆ only allowed when there is sufficient alternative information to make a judgement about an exit level of achievement.
- ◆ inappropriate if it results in insufficient evidence being available to make a judgment about the student's exit level of achievement.
- ◆ inappropriate if it results in the student being unable to meet the mandatory requirements stated in a syllabus or study area specification.

Semesters of Credit

“Students may not be awarded semester units in which there is insufficient coverage or inadequate assessment. When a result is awarded, the number of semesters credited to a student’s course of study is at the Principal’s discretion”

A student may receive no credit for a particular semester if a level of achievement cannot be determined from information gathered about student assessment regarding the mandatory aspects of the syllabus. Teachers will consult with the Head of Department in such cases. Appropriate letters sent to caregivers will be followed with a letter indicating possible no credit. Discussions regarding the possible awarding of no credit will occur with the Director of Studies and the Principal.

The Principal, in consultation with the Head of department, will then use the principles of selective updating and fullest and latest to determine the number of semesters credited to a student when the student exits the course.

SCHOOL LETTERHEAD

«Date»

Dear Parent/Caregiver

(Name) has not submitted a draft of his/her assessment item in _____
(subject). The completion of the assignment draft is a major part of the assessment work this semester and the final submission is due on _____ (date).

All assignments must be completed in order to fulfil the course requirements. As part of the school policy, students have been allocated class time to complete research and preparation of the assignments. Students are required to supplement this with additional time and effort to ensure completion of all assessment tasks.

Assignments are given a final grade based on the work submitted or seen by the teacher up to and including the due date. If insufficient work is presented by the due date, the Queensland Studies Authority will be notified that a no result will be awarded for that semester in the subject. For some students this may mean they become OP or QCE ineligible, or do not have the necessary prerequisites subjects for tertiary study.



As late assignments negatively impact on student achievement, we are seeking your assistance to ensure assignments are submitted by the due date.



Yours faithfully

(Name)
Head of Department - (Faculty)

BRENDON WOLSKI
Director of Studies

BENOWA SHS MISSED EXAMINATION FORM

STUDENT TO COMPLETE		
Step 1	Name: Date requested Submitted:	
	Care Class: Student ID No.:	
	Date of scheduled examination:	
	Subject:	
	Reason for missed examination:	
	Documentary evidence attached: YES / NO	
		
	Student's Signature	Parent's Signature

HOD TO COMPLETE		
Step 2	Exam to be rescheduled: YES / NO	
	Reason/s for decision:	
	Date of rescheduled examination:	
	Time of rescheduled examination:	
		
	Teacher's Signature	HOD's Signature

BENOWA STATE HIGH SCHOOL manypathways No limits
DEPARTMENT **Benowa**
 APPLICATION FOR EXTENSION - Other than Examination STATE HIGH SCHOOL

SECTION A STUDENT TO COMPLETE

Student Name:	Care Class:
Subject:	Class Teacher:
Assessment Item:	Date Issued:
	Original Due Date:
	Date of this application:

Reason for this application: _____

Supportive documentation supplied (please give details) _____

SECTION B TEACHER TO COMPLETE**Application is approved if:****Application is not approved if:**

<input type="checkbox"/> Application was made before the due date	<input type="checkbox"/> Application was made after due date
<input type="checkbox"/> Application was made after the due date due to extenuating circumstances	<input type="checkbox"/> Reason is not substantiated and justified
<input type="checkbox"/> Reason is substantiated (note/medical certificate)	<input type="checkbox"/> Insufficient work has been completed to date
<input type="checkbox"/> Sufficient work has been completed to date	<input type="checkbox"/> Student has made ineffective use of time and resources
<input type="checkbox"/> Student has made effective use of time and resources	<input type="checkbox"/> Assessment can be completed before due date
<input type="checkbox"/> Student has special consideration	<input type="checkbox"/> Extension has been previously given Due date: _____

NEW DUE DATE: _____ DATE WORK RECEIVED: _____
 TEACHER SIGNATURE: _____

SECTION C STUDENT AND HOD TO COMPLETE

I understand and accept that this application **has/has not** been approved.

Student signature:	HOD signature:
Date:	Date:

A copy of this application is to be attached to the assessment item when received on the new due date.

NON-SUBMISSION OF ASSESSMENT REGISTER



Instrument: _____ Due Date: ____/____/____

Teacher: _____ Class: _____

Examination Assignment Oral

Other (eg. Performance, Project, Portfolio) _____

Key to 'Details':

Test		Assignment	
A	Absent from school (confirmed by absentee list)	A	Absent from school (confirmed by absentee list)
N	Absent (not on absentee list)	N	Absent (not on absentee list)
S	Sick - presented to class and went to sick bay	RTC	Student has not yet negotiated a return to class
RTC	Student has not yet negotiated a return to class	SC	Student can show you a special consideration form
SC	Student can show you a special consideration form	SUS	Student is currently suspended
SUS	Student is currently suspended	D	No work to submit - "Do it Now" Category

Students not completing instrument:

Name	Details	Contact Number	Contact Recorded	Additional Information

THIS FORM MUST BE COMPLETED AND RETURNED TO HOD ON DUE DATE

SCHOOL LETTERHEAD

«Date»

«Mailingtitle»

«Addressline1»

«Addressline2»

«SUBURB». «PostCode»

Dear «Mailingtitle»

This letter is to notify you that your child, «Preferredname» «Familyname» in year «YrLevel» has failed to submit/submitted late a compulsory piece of «Subject» assessment. School policy states that all pieces of assessment used to contribute to decision making about a student's level of achievement must be presented by the due date unless an extension has been granted by the Head of Department. Circumstances under which an extension might be granted include:

- extended absence due to illness (supported by a medical certificate)
- absence due to illness on the due date (supported by parental communication on the day), family bereavement or special circumstances

Queensland Studies Authority policy states:

"If a student consistently does not hand in assessment items for the subject then a student may still receive a level of achievement at exit but will not be given credit for the semester where assessment items were not submitted."

[A full version of the QSA policy can be found at

<http://www.qsa.qld.edu.au/yourqsa/policy/docs/late-sub.pdf>]

Due to «Preferredname»'s non-submission of an assessment task, he/she is at risk of receiving no credit for this semester in «Subject».

Consequently, the final mark for the assessment piece will be based on the work done in class or work that the teacher has seen on the pre-arranged check date.

Consequently, «Preferredname» will need to complete the assessment piece and submit it by <<date>> to achieve credit for the subject.

Consequently, «Preferredname» is required to attend an afternoon detention on <<dates>> to work towards completion of the assessment item.

If no work has been seen by the teacher in class, the school has the right to determine whether a level of achievement can be awarded at all.

Please feel free to contact the classroom teacher for further details.

Yours faithfully

[Teacher]

Name

BRENDON WOLSKI

«Subject» Teacher

Head of Department, «Faculty»

Director of Studies

Details of non-submitted assessment piece:

Subject: «Subject»

Teacher: «Teacher»

Due date and description of assessment piece:

FAILED TO SUBMIT / SUBMITTED LATE LETTER

Teacher Name:

Student Name	Yr	Subject	Reason		Due Date	Description
			F	L		
			F	L		
			F	L		
			F	L		
			F	L		

Option 1: *Failed to submit/Submitted Late*
 Consequently, the final mark for the assessment piece will be based on the work done in class or work that the teacher has seen on the pre-arranged check date.

Teacher Name:

Student Name	Yr	Subject	Reason		Due Date	Description
			F	L		
			F	L		
			F	L		
			F	L		
			F	L		

Option 2: *Failed to submit/Submitted Late*
 Consequently, «Preferredname» will need to complete the assessment piece and submit it by <<date>> to achieve credit for the subject. INCLUDE DATE / /

Teacher Name:

Student Name	Yr	Subject	Reason		Due Date	Description
			F	L		
			F	L		
			F	L		
			F	L		
			F	L		

Option 3: *Failed to submit/Submitted Late*
 Consequently, «Preferredname» is required to attend an afternoon detention on <<date/s>> to work towards completion of the assessment item. INCLUDE DATE / /

Appendix F

«Date»

«Mailingtitle»

«Addressline1»

«Suburb». «PostCode»

Dear «Mailingtitle»

We wish to express my concern regarding «Preferredname» «Familyname»'s recent achievements in Year «YrLevel» «Subject». His/her latest assessment task, [Assessment Name], was awarded the mark of (Grade/Mark).

A matrix of assessment completed in this subject contributes to the student's overall grade for the semester/year. «Subject» requires a continual commitment from «Preferredname» to achieve satisfactory mark. Your assistance in monitoring such ongoing issues as homework completion, classwork revision and assessment planning is critical to your child's success.

You are most welcome to contact classroom teacher either by telephone or by appointment.

Yours faithfully

«TEACHER»
«Subject» Teacher

«HODNAME»
Head of Department -
«Faculty»

BRENDON WOLSKI
Director of Studies

SCHOOL LETTERHEAD

«Date»

«Mailingtitle»
«Addressline1»
«Addressline2»
«SUBURB». «Postcode»

Dear «Mailingtitle»

We are writing to inform you of our continuing concern regarding the performance of your son /daughter «Preferredname» in the subject year «Yrlevel» «Subject» Semester 1.

Queensland Studies Authority policy states:

"If a student consistently does not hand in assessment items for the subject then a student may still receive a level of achievement at exit but will not be given credit for the semester where assessment items were not submitted."

A full version of the QSA policy can be found at

<http://www.qsa.qld.edu.au/yourqsa/policy/docs/late-sub.pdf>

Due to your son's / daughter's performance, «Preferredname» has been determined to be allocated no credit for this/these semester/s in «Subject». This is due to non-submission of assessment tasks as outlined in the work program.

■ Non-submission # 1:

■ Non-submission # 2:

■ Non-submission # 3:

If you would like to discuss this matter, please contact me.

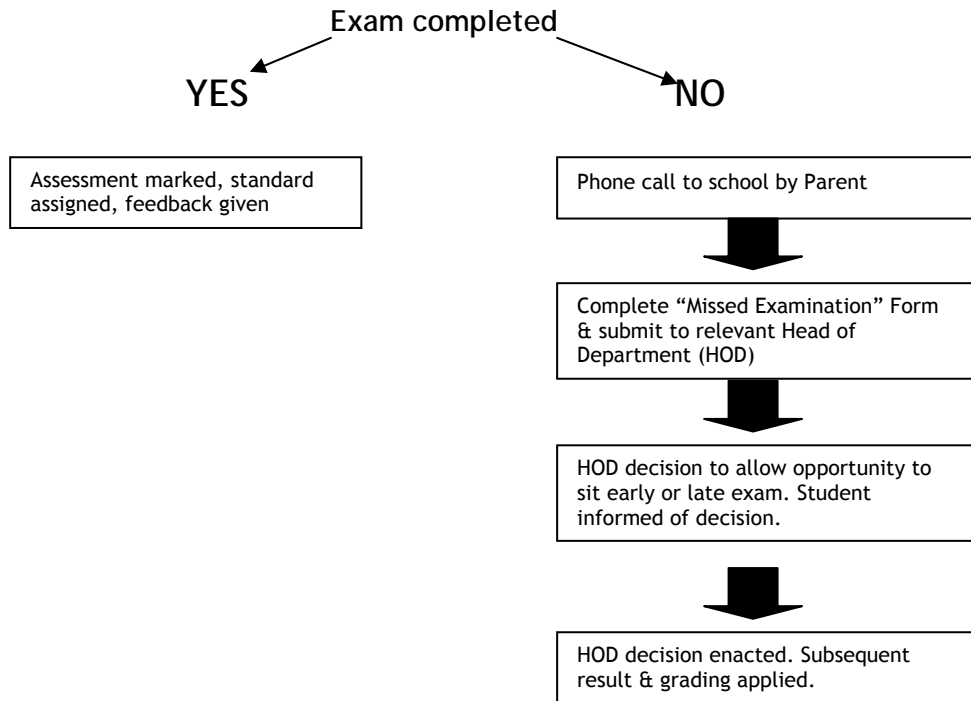
Yours faithfully

«HODNAME»
Head of Department -
«Faculty»

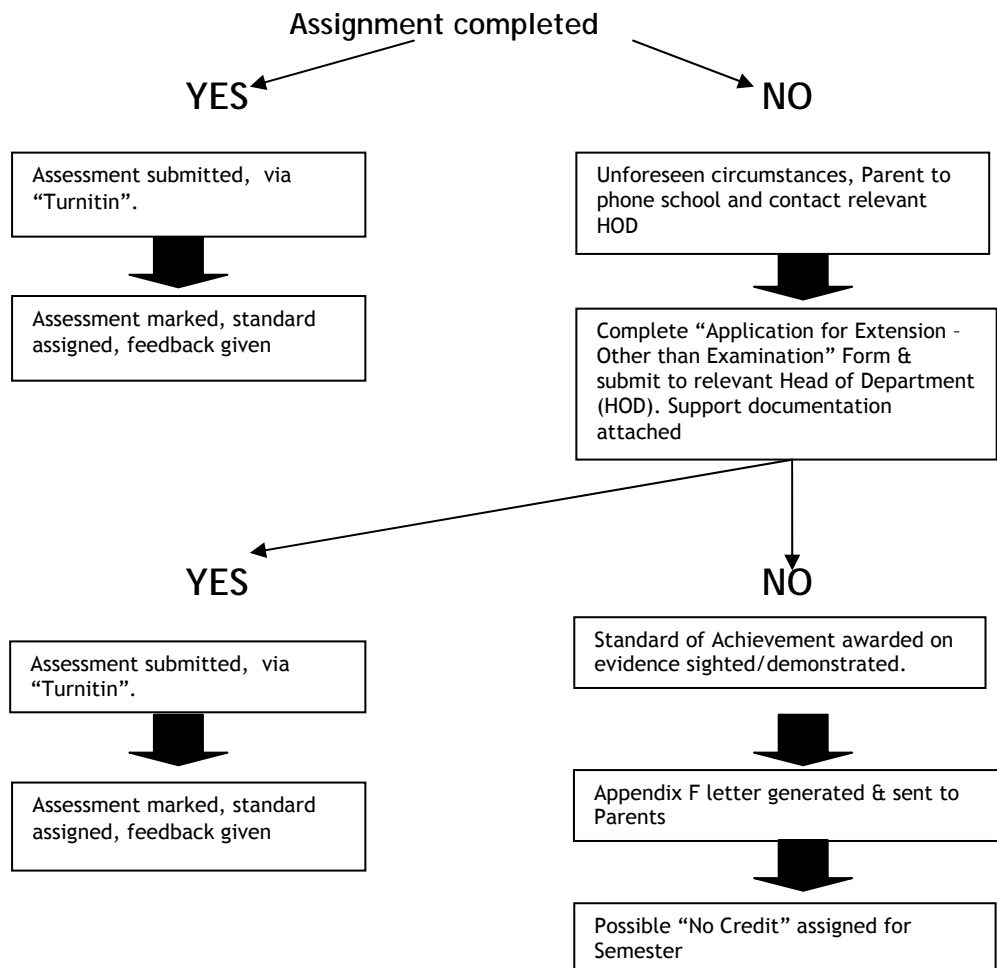
BRENDON WOLSKI
Director of Studies

MARK RICKARD
Executive Principal

EXAMINATION ASSESSMENT FLOWCHART



ASSIGNMENT ASSESSMENT FLOWCHART



TEACHER ASSESSMENT NON-SUBMISSION FLOWCHART

Proactive actions taken by classroom in the lead up to submission date:

- Letter (Appendix A) sent, phone call to Parent
- Drafting
- Interventions by HOD, STL&Ns
- Classwork tasks, Photographs, Video etc



Check office for after school submission. Discuss with HOD to determine if Phone call received from Parent.



“Non-Submission Register” (Appendix D) completed and given to relevant Head of Department.



Phone call to, and Letter sent (Appendix D) to Parent. If Parent/s claim unforeseen emergency, refer them to Policy of contacting school and speaking with relevant HOD