

STUDENT ASSESSMENT POLICY



Exams/Tests

- All students will sit an exam or test on the scheduled day. Students will **not be permitted** to complete the test before the scheduled day, unless there are extenuating circumstances and parents/caregivers have contacted the school prior to the exam/test date. The HOD must approve all requests.
- When students are absent on the day of scheduled exams/tests, every attempt should be made by parents/caregivers to notify the school, by phone or otherwise, of such absence.
- A letter from parents/caregivers received immediately upon a student's return will be accepted in explanation of the absence.
- In all cases, students will sit the exam/test or complete the assessment item immediately upon their return to school (it may be necessary to do so during lunch breaks).
- Unexplained absences will result in an 'E' or similar appropriate rating being awarded, however the exam/test will still need to be completed.

Assignments/Projects/Oral Presentations

DEFINITION: *An assignment is a major task that requires research, analysis, application, organisation and presentation of information appropriate to a year level and course of study and is undertaken over an extended period. This includes projects and oral assignments.*

- All students must complete all assignments set for their subject/s and must be the student's own work.
- Assignments must be submitted by/on the due date unless the HOD has granted an extension.
- Oral presentations must be carried out on the designated date unless the HOD has granted an extension.
- Should a student be absent on the due date every effort needs to be made to deliver the assignment to school via a friend or relative. Absent students can submit assignments by email to the class teacher as well as admin@dimbulahss.eq.edu.au
- Approval for an extension must be sought from the HOD, well in advance of the due date.
- An extension may be granted if:
 1. there has been an extended absence due to illness supported by a medical certificate or through parental communication, and
 2. there are other special circumstances, such as bereavement, as notified through parental communication.
- Assignments, without an extension, that are not submitted on the due date, by the appropriate time, for whatever reason (*unexplained absences, unable to email, printer did not work etc.*), will be considered "**late**".
- Students will need to complete **late** assignments during their lunch breaks. This may involve multiple lunch breaks over a number of days.
- **Late** assignments will be marked and credited towards the completion of the subject/s' requirements. The mark the student receives for the assignment will be one full grade lower than it would have been had the assignment been handed in on time. For example, if an assignment, submitted on time, which was rated a 'C' standard is submitted **late**, a 'D' result will be recorded.
- All **late** assignments must be completed prior to the end of the reporting period.

- Accidentally leaving an assignment at home or in another place on the due date is **not an acceptable reason** for an extension. Should this occur, students will need to arrange for the assignment to be brought to school as soon as possible. Students will need to inform the HOD and the class teacher as soon as they arrive at school.
- Computer/printer failure is **not** an acceptable reason for an extension.

Advice for Computer-generated Assignments

When producing an assignment using a computer, either at home or at school, **students should:**

- keep all handwritten notes,
- save a copy to their H: drive (*school*),
- save a copy to their hard disk drive (*school and/or home*),
- save a copy another storage device (*USB or portable hard drive*),
- print out a draft at least one day prior to the due date, and
- email a copy of the assignment to themselves utilising school email account (*optional*).

If students encounter computer/printer problems that prevent assignments from being submitted on time, they must bring the above-mentioned items to the HOD / class teacher and explain what has occurred. Students will be allowed to re-generate assignments before school and during the lunchbreak/s up to, and including the due date. The result will be based on the material submitted on the due date.

- ❖ Students are able to print assignments at school during lunch breaks prior to the due date and **before 8.45am** the day it is due.
- ❖ “*Office 2016 or Office 365*” contains the programs used at Dimbulah State School. Assignments need to be saved as files that can be opened with “*Office 2016 or Office 365*” programs.

Plagiarism

DEFINITION: *The practice of taking someone else’s work or ideas and passing them off as one’s own, by incorporating it into your work without full acknowledgement (University of Oxford).*

- Plagiarism is unacceptable at Dimbulah State School.
- All students who engage in plagiarism will be penalised. This includes students who share their work with, or copy the work of others.
- The high possible rating for any student who engages in plagiarism will be a “D” level of achievement for that assessment piece.
- Parents of all students who engage in plagiarism will be conducted by the school.

Assessment Obligations

- Students will be provided with written details of all assessment pieces due for their year level by the end of week 2 of each term (*Yr7-10 Assessment Calendars*).
- The appropriate teacher will give students a written explanation of the requirements of the assignment as early as possible in the unit of work. The requirements will include:
 1. due date,
 2. a detailed description of the task/s involved,
 3. suggested length,
 4. suggested structure,
 5. method of presentation,
 6. dates for presentation of rough drafts (*if applicable*),
 7. marking criteria/guides, and
 8. possible sources of information.
- Class time **will be** dedicated to the explanation of the assignment in detail.
- Class time **may be** allocated for students to work on the assignment.
- Due dates will not be brought forward.
- The HOD shall handle all requests for extension.
- The appropriate teacher will compile a list of all assignments received on the due date. Students who have not submitted assignments will be recorded and parents contacted.
- Assignments will be marked and returned to students no later than **three (3)** working weeks after the due date.

Student / Parent Assessment Policy Acknowledgement

I have read and understand Dimbulah State School's Student Assessment Policy.

Student

Name: _____ Signature: _____ Date: _____

Parent / Caregiver

Name: _____ Signature: _____ Date: _____