Submission of Assessment

1. Completion of assessment

All assessment tasks must be submitted as they form a mandatory part of any course of study. Assessment pieces will have a task sheet identifying the specific task, due date, conditions for assessment, and the assessment criteria and standards. Assessment calendars outlining the assessment tasks and their due dates for that semester will be made available to students and early each semester. Class time is made available for partial completion of any assessment instrument. All students will therefore have at least a partially completed assessment task to submit on the due date.

2. Due date

Student responses to all assessment must be submitted to the classroom teacher on or before the due date. All assessment is due at the start of class. Students arriving late to school to gain extra time to complete assessment will be referred to the Learning and Teaching Coordinator or the guidance counsellor. Such behaviour is to be discouraged by parents as it is neither equitable nor ethical and is an attempt to gain an unfair advantage over other students in the class.

Drafts

To assist students with the completion of assessment tasks, teachers are encouraged to scaffold the task to incorporate a number of checkpoints. This may include the submission of a draft or other drafting materials (see procedures for Drafting). These strategies will help to monitor the student’s progress and ensure early intervention where difficulties are being experienced.

Where due dates for drafts or drafting materials are set and these dates are not met, students will be given a letter informing parents/caregivers of this and requiring a parent’s signature acknowledging the failure to submit the draft or drafting materials. The student must either hand the completed materials in to the teacher by 8:30am the following morning with the signed letter attached or attend an after school detention the following day where the work will be completed. A copy of the letter will be filed by the Year 8/9 or Year 10/11/12 Coordinator who will monitor the student’s assessment across the curriculum and where necessary, call a meeting with the student and their parent/carer.

Assessment tasks

Students unable to submit the completed assessment on or before the due date should be prepared to hand in any work completed at this point. This may include drafts and other drafting materials. If a student is unable to submit any work at this time and has not been granted special provisions, they will be given that lesson to produce some work relevant to the task. The teacher will use this supporting evidence to assign a result.

A letter will be mailed home informing parents of the failure to submit an assessment task. The Coordinator of Learning and Teaching will be informed and will monitor the student across the curriculum. Parent/student meetings may be convened by the Year 8/9 or Year 10/11/12 Coordinator if trends of failure to submit assessment across the curriculum are evident.

Oral/Multimodal Presentations

Students will be required to submit a written script for their oral/multimodal presentation prior to the commencement of class orals. Students are then expected to present an oral based on these written notes over the next days/week as determined by the presentation schedule arranged by the teacher. If the script is not ready to submit the script on the due date they will be given that lesson to produce some work relevant to the task. The student must then use this as the basis of their oral and the teacher will use this supporting evidence to assign a result.

Practical Performances

Practical performances are tasks that already involve a large amount of scaffolding and practice in class time. Evidence presented in class time before the due date may be used by the teacher to make a judgement about that particular assessment task if the student is not able to complete the practical performance on the due date.
Problems submitting assessment

Technical Difficulties

Technical difficulties with computers, printers, access to internet, software, USBs etc do not constitute a valid reason for failure to submit an assessment task. Students should adopt the practice of saving work on the Google Drive account provided by the College, on a home computer if used, and on the USB. Any work saved on Google Drive can be accessed from school and printed out in the event of a problem with a home printer. Completed work may also be emailed to the teacher’s BCE email address if prior arrangements are made with the teacher. The library is open before school and at break times for printing. Print credit may be purchased from the Gear Box within the library. Students may at any time submit handwritten/drawn work if they are having difficulty accessing working technology. Normal procedures for failure to submit will apply to students who do not overcome technical difficulties and submit work on time.

Work completed but left at home

In Years 8-10 only, in the event that a student has left a completed response to an assessment task at home on the due date normal procedures for failure to submit will apply. The student will be required to hand in drafting materials or complete work towards the assessment task in the normal class as per the normal failure to submit procedures. However, if the student is able to provide the teacher the completed assessment task and a letter signed by a parent verifying that the task was completed and was left at home by accident and no work was done on the response overnight by 8:30am the following day, this work may be used to assign a result rather than the work completed in class or drafting materials.

In Years 11 or 12, in the event that a student has left a completed response to an assessment task at home on the due date work will be collected in class as above. However, if the student is able to provide the teacher an emailed or hard copy of the task by 4:00pm that day this work may be used to assign a result. A letter signed by a parent verifying that the task was completed and was left at home by accident and no work was done on the response overnight will be required to be submitted the following morning to support the claim.

3. Absence on the day assessment is due

If students are aware in advance that they will be absent the day an assessment task is due they must make every attempt to complete the assessment task and submit before the due date. If this is not possible they must complete a Request for Special Provisions form available from the office. Full details of the reason for the absence must be provided on a letter signed by a parent/carer and attached to the form. A medical certificate or a letter from a representative sporting or cultural body is required to support reasons for Years 11/12.

Absence on the day an assessment task is due because of a school excursion or sporting event does not constitute grounds for special provisions and the task should be submitted the lesson before the absence or in the morning of the due date before going on the excursion or attending the sporting event.

Absences due to family holidays do not qualify for Special Provisions. In addition to writing a formal letter to the principal requesting permission for the student to be absent on a school day, parents are advised to discuss assessment arrangements with the Assistant Principal Curriculum. It may not be possible to award results for the semester if assessment is missed and this may affect Academic Awards, QCE or OP.

Students absent on the day any scheduled assessment item is due and who have not been granted Special Provisions will need to do all of the following:

1. Make every effort to submit the assignment, notes for oral presentation, folio etc on the due date. These can be delivered to the office by a family member/friend or an electronic copy emailed to the school smaryborough@bnc.catholic.edu.au or to the teacher’s BCE email address.
2. Contact the College office in the morning before 9.00am to register absence and request that the office notify relevant subject teacher/s.
3. Students unable to submit assessment items or present orals on the due date due to medical reasons will need to supply a medical certificate (Years 11 & 12) or a letter from parent/carer (Years 8 -10) on the day of their return. Any difficulty obtaining a medical certificate for year 11/12 students should be discussed with Ms Hardy or Year 8/9 or Year 10/11/12 Coordinator on the day of illness.

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4. Upon the morning of their return to school they will need to obtain a *Request for Special Provisions* form from the office. This should be completed and once approved, attached to the completed assessment piece along with a copy of the medical certificate/letter.

**Absence for tests and exams**

If students are aware in advance that they will be absent the day a test or exam is scheduled must notify teachers. Students in Year 8/9 must provide a letter of explanation to the class teacher(s) from a parent/carer. Students in Year 10-12 must complete a *Request for Special Provisions* form available from the office. The only acceptable reasons for absence for a test or exam is a medical reason (a medical certificate is required for Years 11/12 and a letter from parents for Years 8-10) or attendance at representative sporting or cultural events (supported by a letter from the organising body).

Students absent on the day any test or exam is scheduled and who have not been granted Special Provisions will need to do all of the following:

1. Contact the College office in the morning before 9.00am to register absence and request that the office notify relevant subject teacher/s.

2. Students in Year 8/9 must provide a letter of explanation to the class teacher(s) from a parent/carer. Students in Year 10-12 students must complete a *Request for Special Provisions* form available from the office. Full details of the reason for the absence must be provided on a letter signed by a parent/carer and attached to the form. A medical certificate is required to support absence due to medical reasons for Years 11/12. A letter from a sporting or cultural body is required to support absences due to attendance at representative level sporting or cultural events.

3. Upon return to the college students must report to their teacher before school to find out when they will be sitting their test/exam. Tests/exams will be conducted at the earliest opportunity upon the return to the College as determined by the Assistant Principal Curriculum in consultation with the subject teacher and/or Learning and Teaching Coordinator. In the interest of fairness and equity and to prevent risk of cheating or unfair advantage, Year 11 and 12 students will be provided with substitute exams and will not sit the same exam as originally set. The substitute exam will assess the same knowledge and skills as the original exam and be administered under essentially the same conditions. To ensure the student has no advantage over other students, the content of the exam will be modified. Rescheduling assessment cannot be guaranteed, particularly assessment involving group or practical work.

4. **Non-submission or completion of student responses to assessment tasks**

Students need to be aware that submitting incomplete assignments and non-submission of assessment tasks may jeopardise the completion of the mandatory requirements of the syllabus or Australian Quality Training Framework packages. This may result in the student being **ineligible for a result in that semester for that subject**. For Year 11 and 12 students, this will impact on gaining sufficient credit for a Queensland Certificate of Education (QCE), on the awarding of an Overall Position (OP) and/or meeting prerequisites for entry into further study.

**At no stage will grade penalties be awarded for late submission of assessment.** Judgments of student responses to assessment instruments are made using the criteria and standards outlined in QSA syllabus documents or competency standards outlined in National Training Packages. Standards are not awarded if there is no evidence.

5. **Special provisions**

Where possible reasonable educational adjustments should be made before due dates so that opportunities for alternative assessment arrangements can be provided. Full details are available on the *Request for Special Provisions* form available from the office.

6. **Return of student work**

Every effort will be made by teachers to return marked student work within two weeks of the due date where there is one teacher teaching the subject or three weeks where there is more than one teacher and internal moderation must be conducted to ensure consistency of teaching judgements. Teachers will record all assessment results on the school network. Assignments for students in Years 8-10 will be returned at the end of the year after all results have been finalised. Assignments for students in Years 11 and 12 are available for return upon request after March 31 on the year after they have completed Year 12 in accordance with QSA policy.

These procedures are consistent with QSA policies on *Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered Subject and Sufficiency of Coverage and Adequacy of Assessment of Students to Receive Results on a Senior Statement.*

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