

# ASSESSMENT POLICY

YEARS 7 - 10

**VARSIITY**  
*College*

## Relevant legislation and school policy

This policy has been developed in accordance with the *Education (General Provisions) Act 2006 (Qld)* and the Department of Education Queensland's *P-12 curriculum, assessment and reporting framework*.

It is the responsibility of Varsity College students to know and understand the Assessment Policy. Students need to take responsibility to ensure that proper and adequate communication occurs between themselves, their parents and teachers in the preparation, study and completion of examinations and assignments whether they are by nature practical or written, completed in class, at home or external exams.

Varsity College upholds the value of integrity to allow students to flourish. Students are taught and are required to demonstrate academic integrity in their assessment. Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical manner (QCAA, 2019) in recognising and acknowledging the ideas and work of others. This policy communicates the Varsity College expectations regarding academic misconduct and the consequences that may be imposed, including disciplinary and academic consequences.

## Assessment

The program of assessment for each term is outlined on the assessment calendar which is emailed to students and posted on the school website. This calendar will identify the assessment for each subject and the week in which it will occur or in the case of assignments, the week that it must be submitted.

Students submit assignments through Turnitin. Turnitin is a plagiarism detection program provided by the school and used for draft and final assignment submission.

## Types of assessment

Students will complete a range of assessment types, including:

- Assignments and projects
- In class examinations
- Oral (non-written) assessment

## Assignments

Students should ensure they meet the set dates to provide evidence to teachers in the form of plans or drafts as required by the subject. Students must also ensure that they meet the dates for submission of the final copy of assignments.

Students are required to submit drafts to ensure that they have the opportunity to receive feedback on assessment prior to their final submission. Drafting is a consultation process not a marking process and students will not be provided with a progress result with their draft feedback.

Students are permitted to have feedback on a maximum of 1 draft.

Drafts which are not submitted by the due date will not receive feedback from the teacher unless the student is eligible for support provisions.

The final copy of an assignment must be presented to the teacher at the start of the lesson for that subject on the due date. It needs to be printed prior to the lesson.

Assignments for Years 8 to 10 must also be submitted by the due date through the program Turnitin.

Matters the student could have avoided, such as technology problems, cannot be an excuse for late or non- submission of assignments. Students must always guard against technology failures by regularly backing up their work in at least three locations.

## **Student Absence for submission of drafts or final copies of assignments**

If students cannot attend school on the due date for a draft or final assignment (due to justifiable reasons) they must submit the assignment on the due date via email to their teacher with a receipt requested from the teacher. Students in years 8 to 10 must also submit the assignment through Turnitin.

When students know in advance that they will be absent on the due date for a draft or final assignment, Varsity College strongly recommends the student submit the draft or final assignment to the teacher prior to their absence to avoid any issues with submission on the due date. Students in years 8 to 10 must also submit through Turnitin prior to their absence.

## **Failure to submit an assignment**

If a student fails to submit the final copy of an assignment without a justifiable reason and grounds for support provisions by the time indicated that it is due, the school will make judgements based on the student work that is available on or before the due date which may include:

- using draft work that has been submitted to make judgements about the student's level of achievement in relation to the syllabus standards and instrument specific marking guide;
- using class work or work in the student's notebook or laptop relevant to the assessment task;
- using teacher observations of student work.

Use of work other than an original and fully complete assignment is likely to achieve a lower result for the assignment.

If there is no evidence of the student's original work to make a judgement, the student will not receive credit for the assignment.

## Oral (non-written) presentation, practical and performance assessment

The assessment policy for assignments applies in regards to submitting a script for an oral presentation or performance when absent on the due date.

If a student is absent on the presentation day of an oral presentation, practical assessment or performance, the student should approach their teacher immediately on return to school to arrange an appropriate time to complete the oral assessment, practical assessment or performance. Students must be prepared to present the oral presentation, practical assessment or performance on the day they return to school.

## Student absence from in-class exams (years 7, 8 and 9)

Any student who is absent from in-class exams must:

- Ensure that a parent calls the school administration to explain the reason or exceptional circumstances (e.g. illness or misadventure) and present a written explanation of extenuating circumstances from a parent or caregiver or submit a medical certificate or other documentation on the day of return to school.
- The student must approach the teacher or Head of Department to complete the exam as soon as they return to school. Students need to be prepared to sit the exam on the day that they return to school.

It is not permissible for a student to sit an exam prior to the cohort sitting the exam.

If a student knows in advance that they are unable to sit a scheduled exam due to a significant event, such as an interstate sporting commitment, then the student must approach their teacher or Head of Department as soon as possible and at least one week prior to the day of the exam to organise an alternate time to sit the exam.

## Exam Block (Year 10)

Students should receive notification of the exam timetable at least 2 weeks prior to the commencement of exams.

The exam block timetable will be emailed to students and parents, and posted on the school website.

Students are able to undertake two exams or practical assessments on any given day.

Students must carefully read the exam timetable and must arrive to exams on time and prepared to undertake the exam.

## Student absence from exams (year 10)

If a student is absent from in-class or exam block exams due to illness or misadventure (i.e. unforeseen circumstances), the student or student's parent must contact the school as soon as practical on the day of the absence with the reason for the absence. The student must submit a medical certificate or other documentary evidence to support the absence. If the student has a justifiable absence, the student may be permitted to complete the exam for the subject on the exam catch up date.

If a student fails to undertake an exam and does not have a justifiable absence, the student may not be permitted to complete the exam and may not be awarded credit for the unit.

If a student knows in advance that they are unable to sit a scheduled exam due to a significant event, such as an interstate school sporting commitment, then a form requesting a rescheduling of the exam must be completed and returned as soon as possible and at least one week prior to the scheduled exam.

It is not permissible for a student to sit an exam prior to the cohort sitting the exam.

## Support Provisions (AARA)

The school may provide a student with support for access arrangements and reasonable adjustments (AARA).

Access arrangements are actions taken by the school so that a student with an eligible impairment can access assessment.

Reasonable adjustments are actions taken by the school so that an eligible student with impairments as a result of disability and/or medical conditions or experiencing other circumstances creating a barrier to the completion can be assessed.

A student may also be eligible for AARA where illness or misadventure (i.e. unforeseen circumstances) or other situations may prevent students from demonstrating their learning, knowledge or skill.

### Students are not eligible for AARA on the following grounds:

- Unfamiliarity with the English language
- Matters the student could have avoided (e.g. misreading a timetable or task sheet)
- Matters of the parents'/carers' or students' own choosing (e.g. family holidays or sporting events)
- Matters that could have been avoided

Students must provide documentation to support the application, such as a detailed medical report.

Students are to make an application for AARA special provision for individual subjects to the Head of Department as soon as possible and at least one week prior to the due date of the assessment.

## Academic Integrity and Misconduct

Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical manner (QCAA, 2019) in recognising and acknowledging the ideas and work of others.

Students are required to produce original work when submitting assignments and completing exams and to demonstrate academic integrity at all times. Varsity College will not tolerate academic misconduct by students.

Academic misconduct occurs when a student does not submit original work or when they attempt to cheat in completing assessment. Academic misconduct includes, but is not limited to, failure to submit assessment, plagiarism and cheating. A consequence may be imposed in instances of academic misconduct, including disciplinary and academic penalties.

Failure to submit assessment may result in academic penalties being imposed. Students are provided with scaffolding, teacher support and drafting opportunities in class. If a student fails to submit a draft on the due date or a final assessment task on the due date, the teacher will use the evidence that has been observed by the teacher or submitted by the student to date.

**Plagiarism occurs through copying any other person's work in assignments or exams, with or without their permission. Plagiarism includes, but is not limited to:**

- using the ideas or analysis of another person without proper citation;
- using the structure and plan of another student as the basis for the student's own assessment work;
- copying another student's assignment or exam response, or handing in another student's assignment or exam response as the student's own;
- copying information from the internet or another source without acknowledging the source of the information through proper citation;
- submitting the student's own work or part of their work from a previous assessment response submitted.

**Cheating may include, but is not limited to:**

- cheating in exams through the use and/or possession of prohibited materials such as notes, mobile phone or smart watch;
- written words or other images on a student's body, clothes or on other material in the exam room;
- taking images, including photocopies or photographs, of an exam or part of an exam;
- providing images of an exam to another person;
- obtaining a copy of an exam prior to the exam;
- looking at or copying another student's exam responses;
- allowing another student to look at or copy exam responses;
- writing during the perusal time of an exam or continuing to write after the exam time has finished and the supervisor has instructed students to stop writing;
- communicating in any way (such as speaking, passing a note, gesturing, sharing equipment or using an electronic device) with another person who is not a supervisor during an exam;
- providing your assignment or exam response to another student to allow them to copy your work;
- using a tutor or another person to write or create either part or all of an assessment task for you;
- paying another person or organisation to complete either part or all of an assessment task;
- creating false data or misrepresenting data results;

- creating and/or referring to references that do not exist;
- misrepresenting word count;
- misrepresenting the time an assessment task is submitted;
- allowing another person to complete an assessment task or exam in place of the student.

Varsity College students will be required to work in groups to collaborate on a variety of assessment tasks. Collaboration requires students to work together to gather data, create ideas and to prepare final assessment tasks. However, collaboration requires students to submit their own original work as their final assessment task. Each student in the group must submit a response that is their own work and students are required to authenticate their work to show originality of their final assessment task.

Students can avoid academic misconduct such as plagiarism by learning how to correctly reference another person's ideas or work. Quotations and references to other authors' or other individuals' ideas must be referenced using the APA or Harvard system (as specified by the subject Faculty). Students are taught referencing styles and conventions throughout the junior secondary school and into the senior school.

In order to avoid academic misconduct, students may be required to authenticate their work by:

- keeping a research journal;
- keeping an assessment journal, log or checklist of the steps undertaken to produce their final assessment task;
- assigning clear roles in collaborating with other students and working in groups, and keeping a copy of the assigned roles;
- signing a declaration that the final assessment task is the student's original work;
- submitting their draft response and final response via Turnitin to detect plagiarism.

Drafting in class and seeking feedback through submission of a full draft is the best way for students to prove authenticity of their work. It is expected that students utilise drafting time in class so teachers can authenticate their work and that there is a significant correlation between the draft and the final version. If the student cannot produce original work or evidence of a draft the student will receive a non-submission for the piece of assessment.

## **Disciplinary and Academic Consequences for Academic Misconduct**

If academic misconduct is discovered, the school will undertake an investigation of the incident. If evidence is found to confirm the student's academic misconduct, Varsity College will impose appropriate consequences, which may be disciplinary or academic consequences.

Evidence of student's original work is used to match with the syllabus standards and instrument specific marking guide. Without original work, the school is unable to make judgements about a student's level of achievement.

When a student's work cannot be authenticated, the student failed to submit assessment or a final assessment task is not entirely the student's own original work due to plagiarism, the school may make judgements based on the student work that is available and can be authenticated, such as:

- using the parts of the response that can be identified as the student's own original work to make judgements about the student's level of achievement in relation to the syllabus standards and instrument specific marking guide. If there is insufficient original work to be used, this may result in a failed result;
- using draft work that has been submitted to identify the student's own original work and to make judgements about the student's level of achievement in relation to the syllabus standards and instrument specific marking guide;
- using class work or work in the student's notebook or laptop relevant to the assessment task;
- using teacher observations of student work.

Failure to submit or submitting work that is not the student's original work will result in marking the above student work. Use of work other than an original and fully complete assessment task is likely to achieve a lower result for the assessment task.

If there is no evidence of the students' original work to make a judgement, the student will not receive credit for the assessment task.

If a student plagiarises work, cheats in an exam or on an assessment task, disciplinary consequences may be imposed, which include, but are not limited to, the following:

- behaviour that is minor or unintentional, such as self-plagiarism, may result in: a warning, a failed result and/or further education regarding academic integrity.
- if a student is discovered to have prohibited materials in their possession during an exam, the prohibited materials will be removed. This will be treated as deliberate and/or deceptive academic misconduct and
- academic consequences may be imposed. The student may also receive a disciplinary consequence such as detention or suspension.
- if a student provided a copy of their assessment to another student who plagiarised the work and submitted that work as their own, both students will receive a consequence. Consequence may include: marking of the work proven to be that of the student, an academic penalty such as a failed result, or a disciplinary consequence such as detention or suspension.

Varsity College will take into consideration the nature of the academic misconduct, including the seriousness and intent, as well as the age of the student when making decisions regarding the consequences for academic misconduct.

Behaviour that is repeated, deliberate and/or deceptive, such as plagiarism, cheating in an examination or assignment or distributing images of an examination, may result in very serious academic consequences and disciplinary action.

Disciplinary action may include an academic interview, detentions, suspension and loss of credit.



## Support for students

**Students will be provided with support to develop a clear understanding of academic integrity through:**

- explicit teaching of what plagiarism and cheating are and what they are not;
- explicit teaching of how to use researched information in their own work and how to cite sources of information;
- explicit teaching of how to participate in group assessment work while acknowledging the contribution of each individual;
- feedback provided on plans and drafts to direct student learning; and
- the use of Turnitin in monitoring plagiarism.

## Reference List:

Queensland Curriculum and Assessment Authority. (2019). *QCE and QCIA policy and procedures handbook 2019 v1.1*. Retrieved from <https://www.qcaa.qld.edu.au/portal/resource/organisation/f5953fc4-a813-4b29-af7b-4e98ab093f7d/app/resource/7/long-description> on 15 February 2019.

Queensland Department of Education. (2018). *P-12 curriculum, assessment and reporting framework*. Retrieved from <https://education.qld.gov.au/curriculums/Documents/p12-carf-framework.pdf> on 23 January 2019.

Queensland Government. (2006). *Education (General Provisions) Act 2006*. Retrieved from <https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039> on 23 January 2019.