

Updated CBSHS Senior Assessment Policy

When – Term 4, 2024

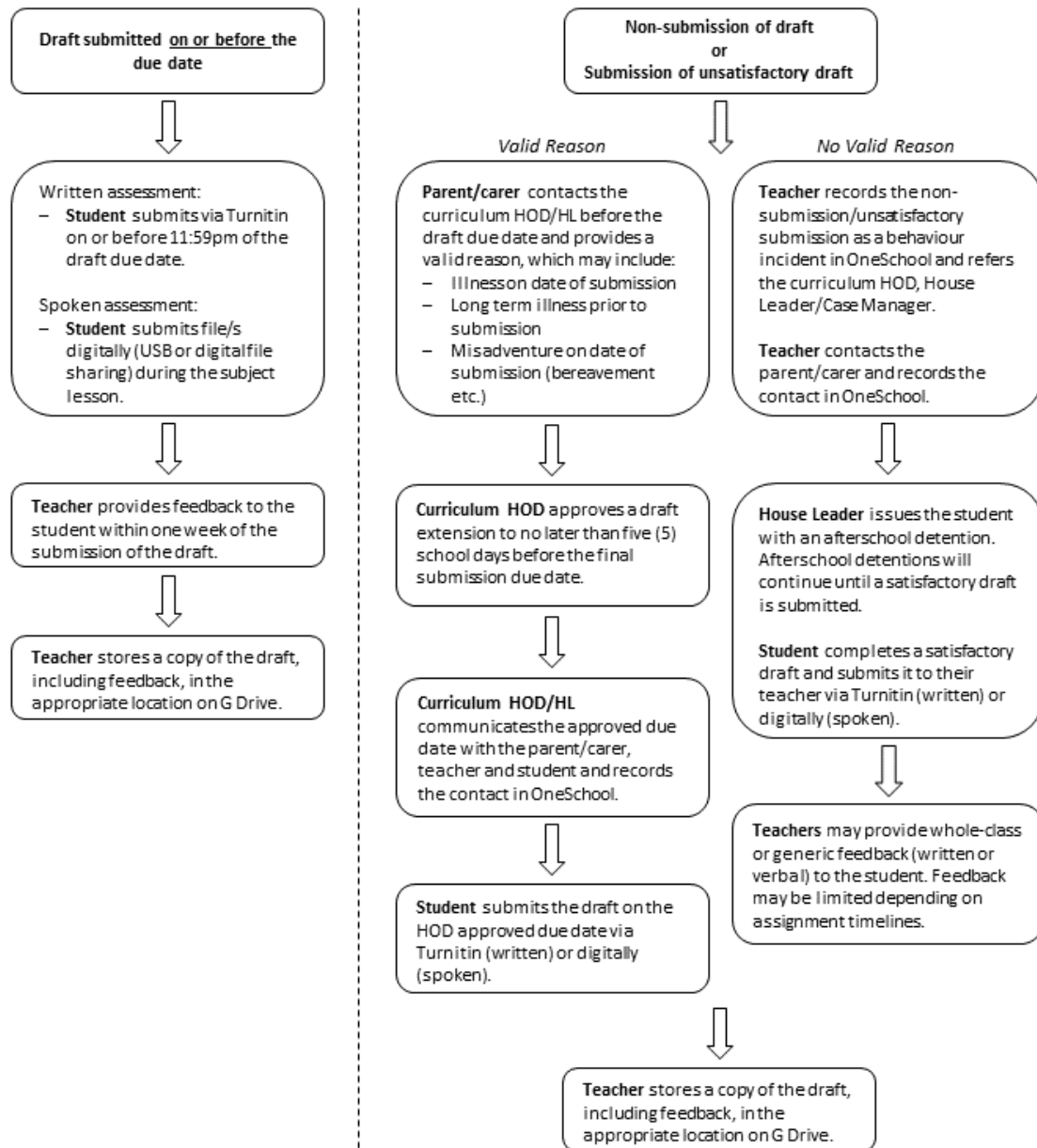
Who – All year 11 students

Moving forward – The updated CBSHS Senior Assessment Policy will be implemented for all Year 10, 11 and 12 students in 2025.

Draft Submissions

- Drafting is a key checkpoint which allows teachers an opportunity to provide feedback and authenticate authorship. Types of drafts differ depending on subject, e.g. written draft, rehearsal of a performance piece, or a product in development.
- Student must submit a satisfactory draft on or before the draft due date. If a student submits and unsatisfactory draft, the student will be issued with after school detentions until a satisfactory draft is submitted.
- Criteria for an unsatisfactory draft includes:
 - o A clear lack of understanding of the task
 - o Poor organisation and structure
 - o The majority of sections/criteria are not completed
 - o Signs of plagiarism/AI use
- For students who submit a satisfactory draft after the draft due date, teachers may provide the student with whole-class or generic feedback (written or verbal).
- Drafts will be stored on the school's G Drive and may be used as evidence of student achievement in the case non-submission of the final assignment.
- The process for managing draft submissions is below.

Assignment Draft Submissions



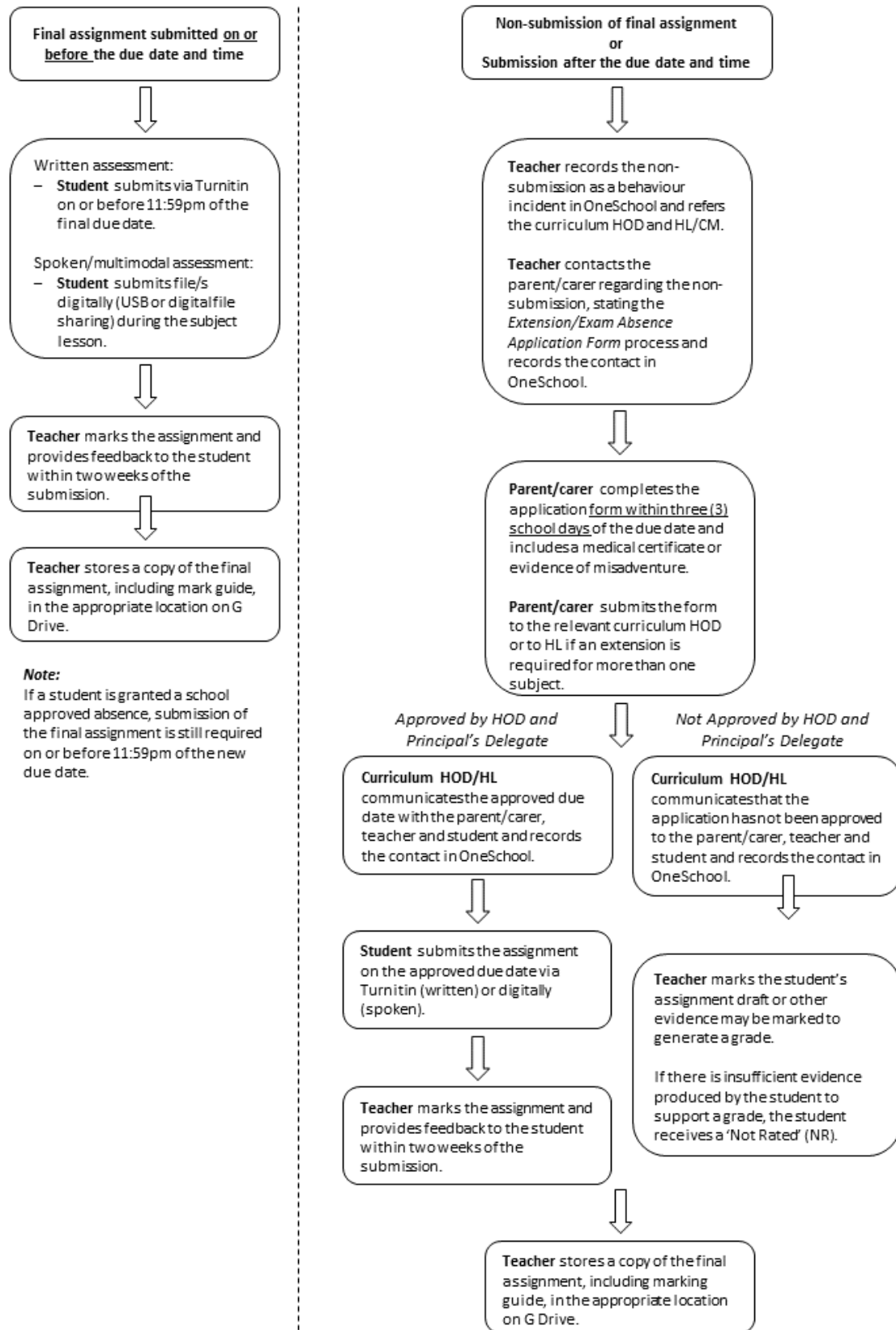
Note:

Late submission of a draft does not result in an automatic extension of the final due date. An *Extension/Exam Absence Application Form* must be completed and approved by the Senior Schooling Deputy Principal for this to occur.

Assignment Submissions

- All assignments must be submitted on or before the due date. This includes students who are granted a school approved absence.
 - Students will submit all written assignments via Turnitin on or before 11:59pm of the final due date.
 - Students will submit all spoken/multimodal assignments digitally (USB or digital file sharing) during the subject lesson.
- If a student does not submit or submits after the due date, parents/carers will have the opportunity to submit an *Extension/Exam Absence Application Form* within three (3) school days of the due date.
- All digital assignment artifacts must be stored on G Drive as per EQ policy.
- The process for managing assignment submissions is below.

Final Assignment Submissions



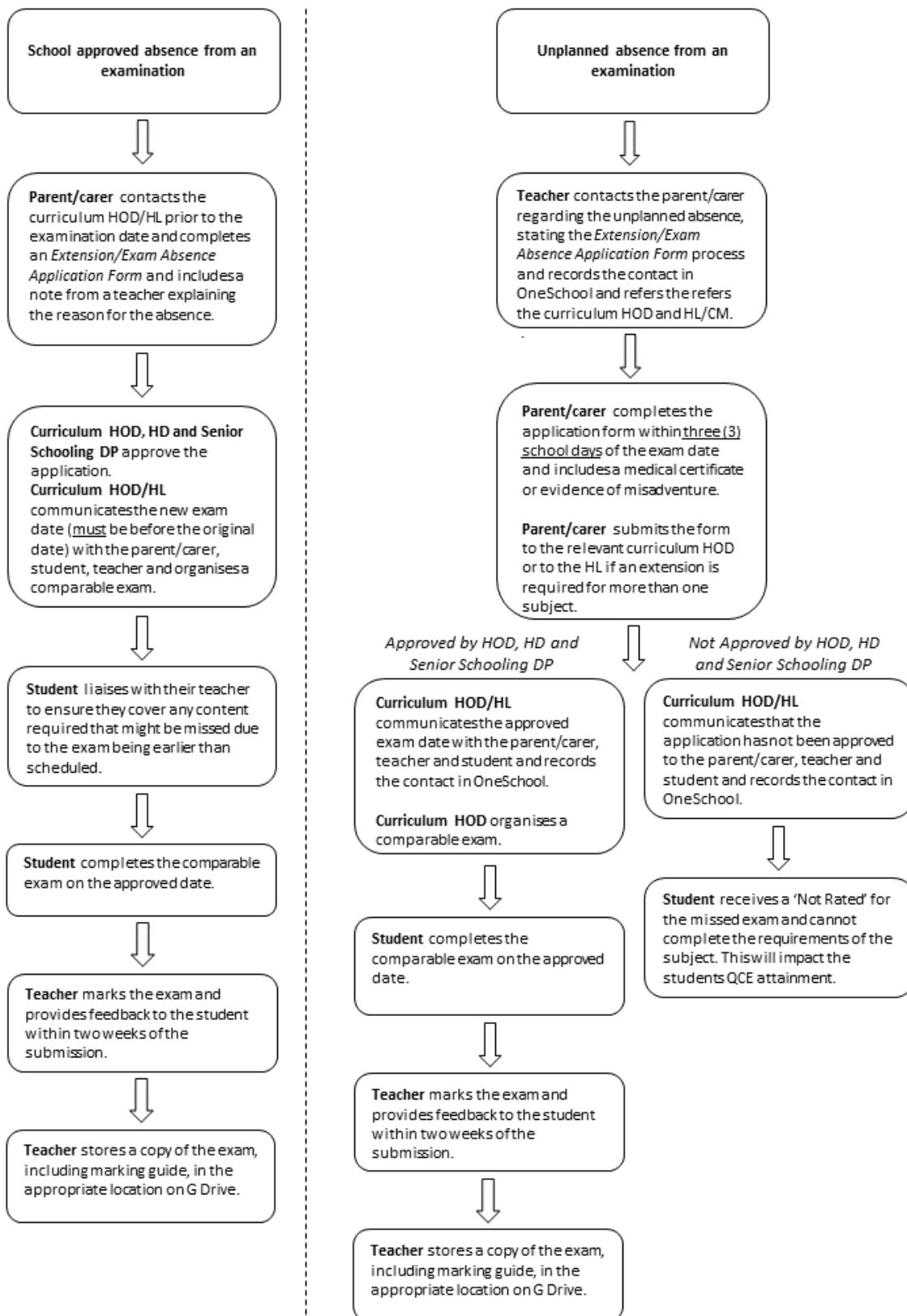
Examinations

- A comparable assessment item (exam) must be prepared in the event that a student is unable to complete the exam on the examination day due to a school approved absence or illness/misadventure.
- A school approved absence may include:
 - o School excursions that cannot be scheduled at another time e.g. Performances being viewed as part of the assessment program
 - o School, district, regional, state or national representation for school-supported sport
 - o School, district, regional, state or national representation for artistic endeavours
 - o Student exchange programs
 - o Audition or entrance exams (state, interstate or international).
- The table below outlines the different process should a student be absent for a school approved absence versus an unplanned absence due to illness or misadventure.

	Examination
School Approved Absence	<ul style="list-style-type: none"> - <i>Extension/Exam Absence Application Form <u>must be submitted</u> before the due date.</i> - Once approved, a comparable exam must be completed <u>before</u> the due date.
Unplanned Absence Due to Illness and Misadventure	<ul style="list-style-type: none"> - <i>Extension / Exam Absence Application Form <u>must be submitted</u> within three (3) days of the due date.</i> - Once approved, a comparable exam must be completed <u>after</u> the due date.

- The process for managing examinations is below.

Examinations – School Approved and Unplanned Absences



Clontarf Beach State High School Extension/Exam Absence Application Form

STUDENT NAME:	YEAR LEVEL:	CARE CLASS:	DATE:

Types of Adjustment Required (select from the reasons below):
<input type="checkbox"/> Extension of due date for an assignment (illness, misadventure) <input type="checkbox"/> School approved absence from an exam (mandatory curriculum excursion, representing the school) <input type="checkbox"/> Unplanned absence from an exam (illness, misadventure) <input type="checkbox"/> Approved AARA

Reason for Application	
School Approved Absence (exam must be completed before the original due date)	
Provide details:	Required evidence attached: <input type="checkbox"/> Note from organising teacher supporting the absence
Illness	
Provide details:	Required evidence attached: <input type="checkbox"/> Medical certificate
Misadventure	
Provide details:	Required evidence attached: <input type="checkbox"/> Documentation supporting the misadventure

Assessment Information				School Use Only	
Subject	Teacher	Assessment Item	Original Due Date	Approved Due Date	Approving HOD Signature

Parent/Carer Acknowledgement	
<p>I have discussed the grounds for this application with my child and I support the request for an adjustment. I acknowledge that this is a request that is subject to approval from the curriculum Head of Department, House Dean and Senior Schooling Deputy Principal in line with the school assessment policy.</p>	
Student Signature: <div style="text-align: right;">Date: __/__/____</div>	Parent/Carer Signature: <div style="text-align: right;">Date: __/__/____</div>

House Dean Approval	SS Deputy Approval	Student and Parent/Carer Notified	AARA reported to QCAA by SS Deputy	Placed in Student File
Signature: Date: __/__/____	Signature: Date: __/__/____	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed <input type="checkbox"/> Not applicable	<input type="checkbox"/> Completed