#### **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:
  - A clear lack of understanding of the task
  - o Poor organisation and structure
  - o The majority of sections/criteria are not completed
  - Signs of plagiarism/AI use
- For students who submit a satisfactory draft <u>after</u> 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

# Draft submitted on or before the due date



Written assessment:

 Student submits via Turnitin on or before 11:59pm of the draft due date.

Spoken assessment:

 Student submitsfile/s digitally (USB or digitalfile sharing) during the subject lesson



Teacher provides feedback to the student within one week of the submission of the draft.



Teacher stores a copy of the draft, including feedback, in the appropriate location on G Drive.

Non-submission of draft or Submission of unsatisfactory draft

Valid Reason

No Valid Reason

incident in OneSchool and refers

Teacher records the non-

submission/unsatisfactory

submission as a behaviour

the curriculum HOD, House

parent/carer and records the

Leader/Case Manager.

Teacher contacts the

Parent/carer contacts the curriculum HOD/HL before the draft due date and provides a valid reason, which may include:

- Illnesson date of submission
- Long term illness prior to submission
- Misadventure on date of submission (bereavement etc.)



Curriculum HOD approves a draft extension to no later than five (5) school days before the final submission due date.



Curriculum HOD/HL

communicates the approved due date with the parent/carer, teacher and student and records the contact in OneSchool



Student submits the draft on the HOD approved due date via Turnitin (written) or digitally (spoken).

House Leader issues the student with an afterschool detention.
Afterschool detentions will continue until a satisfactory draft is submitted.

Student completes a satisfactory draft and submits it to their teacher via Turnitin (written) or digitally (spoken).



Teachers may provide whole-class or generic feedback (written or verbal) to the student. Feedback may be limited depending on assignment timelines.



Teacher stores a copy of the draft, including feedback, in the appropriate location on G Drive.

#### Note:

Late submission of a draft does not results in an automatic extension of the final due date. An <code>Extension/Exam Absence Application Form</code> 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

Final assignment submitted on or before the due date and time



Written assessment:

 Student submits via Turnitin on or before 11:59pm of the final due date.

Spoken/multimodal assessment:

 Student submitsfile/s digitally (USB or digitalfile sharing) during the subject lesson



Teacher marks the assignment and provides feedback to the student within two weeks of the submission.

Teacher stores a copy of the final assignment, including mark guide, in the appropriate location on G Drive.

#### Note:

If a student is granted a school approved absence, submission of the final assignment is still required on or before 11:59pm of the new due date. Non-submission of final assignment or Submission after the due date and time



Teacher records the nonsubmission as a behaviour incident in OneSchool and refers the curriculum HOD and HL/CM.

Teacher contacts the parent/carer regarding the nonsubmission, stating the Extension/Exam Absence Application Form process and records the contact in OneSchool.



Parent/carer completes the application form within three (3) school days of the due date and includes a medical certificate or evidence of misadventure.

Parent/carer submits the form to the relevant curriculum HOD or to HL if an extension is required for more than one subject.

Approved by HOD and Principal's Delegate



Not Approved by HOD and Principal's Delegate

## Curriculum HOD/HL

communicates the approved due date with the parent/carer, teacher and student and records the contact in OneSchool.



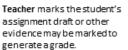
Student submits the assignment on the approved due date via Turnitin (written) or digitally (spoken).



Teacher marks the assignment and provides feedback to the student within two weeks of the submission.

Curriculum HOD/HL

communicates that the application has not been approved to the parent/carer, teacher and student and records the contact in OneSchool.



If there is insufficient evidence produced by the student to support a grade, the student receives a 'Not Rated' (NR).



Teacher stores a copy of the final assignment, including marking guide, in the appropriate location on G Drive.

#### **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:
  - 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
  - Student exchange programs
  - 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 verses an unplanned absence due to illness or misadventure.

	Examination
School Approved Absence	<ul> <li>Extension/Exam Absence Application Form must be submitted before the due date.</li> <li>Once approved, a comparable exam must be completed before the due date.</li> </ul>
Unplanned Absence Due to Illness and Misadventure	<ul> <li>Extension / Exam Absence Application Form must be submitted within three (3) days of the due date.</li> <li>Once approved, a comparable exam must be completed after the due date.</li> </ul>

- The process for managing examinations is below.

# Examinations - School Approved and Unplanned Absences

School approved absence from an examination



Parent/carer contacts the curriculum HOD/HL prior to the examination date and completes an Extension/Exam Absence Application Form and includes a note from a teacher explaining the reason for the absence.



Curriculum HOD, HD and Senior Schooling DP approve the application.
Curriculum HOD/HL communicates the new exam date (must be before the original date) with the parent/carer, student, teacher and organises a



comparable exam.

Student liaises with their teacher to ensure they cover any content required that might be missed due to the exambeing earlier than scheduled.



Student completes the comparable exam on the approved date.



Teacher marks the exam and provides feedback to the student within two weeks of the submission.



Teacher stores a copy of the exam, including marking guide, in the appropriate location on G Drive.

Unplanned absence from an examination



Teacher contacts the parent/carer regarding the unplanned absence, stating the Extension/Exam Absence Application Form process and records the contact in OneSchool and refers the refers the curriculum HOD and HL/CM.



Parent/carer completes the application form within three (3) school days of the exam date and includes a medical certificate or evidence of misadventure.

Parent/carer submits the form to the relevant curriculum HOD or to the HL if an extension is required for more than one subject.

Approved by HOD, HD and Senior Schooling DP

#### Curriculum HOD/HL

communicates the approved exam date with the parent/carer, teacher and student and records the contact in OneSchool.

Curriculum HOD organises a comparable exam.



Student completes the comparable exam on the approved date.



Teacher marks the exam and provides feedback to the student within two weeks of the submission.



Teacher stores a copy of the exam, including marking guide, in the appropriate location on G Drive.

Not Approved by HOD, HD and Senior Schooling DP

#### Curriculum HOD/HL

communicates that the application has not been approved to the parent/carer, teacher and student and records the contact in One School.



Student receives a 'Not Rated' for the missed exam and cannot complete the requirements of the subject. This will impact the students QCE attainment.

# Clontarf Beach State High School Extension/Exam Absence Application Form

STUDENT NAME:		YEAR	YEAR LEVEL: CARE C		DATE:			
Types of Adjustment Required (select from the reasons below):								
Extension of due date for an assignment (illness, misadventure)								
☐ School approved absence from an exam (mandatory curriculum excursion, representing the school) ☐ Unplanned absence from an exam (illness, misadventure)								
□ Approved AARA								
Reason for Application School Approved Absence (exam must be completed before the original due date)								
Provide details:	Required evider							
			□Note from or		er supportir	ng the absence		
Illness								
Provide details:			Required evider					
			☐ Medical certif	ficate				
Misadventure Provide details:			Doguired evider	ac attached.				
Provide details:			Required evider  Documentation		the misadve	enture		
				oa p p o 8 .				
Assessment Informa	ation				School U	Jse Only		
	ation Teacher	Assessment Item	Original Due Da	ite i i i	ed Due	Approving HOD		
Assessment Information Subject		Assessment Item	Original Due Da	ite i i i				
		Assessment Item	Original Due Da	ite i i i	ed Due	Approving HOD		
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		Assessment Item	Original Due Da	ite i i i	ed Due	Approving HOD		
Subject Parent/Carer Acknowledge	Teacher			Da Da	ved Due ate	Approving HOD Signature		
Parent/Carer Ackno	Teacher  wledgement grounds for this app	lication with my child	and I support the	request for an	ved Due ate adjustmen	Approving HOD Signature t. I acknowledge		
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Date: \_\_/\_\_/

Date: \_\_/\_\_/