

CBSHS Senior Assessment Policy FAQ's

HOW CAN YEAR 11 AND 12 STUDENTS SUBMIT DRAFTS AND FINAL SUMMATIVE RESPONSES?

Ideally, students should submit their drafts and summative assessment during class time and in hard copy (or as identified by the endorsed task). In the event this a student can't do this see below.

Students can submit drafts and final responses via email by 3pm on the due date.

Students must also provide a hard copy of at least the summative response to their teacher the next day. This is at the teacher's discretion and is intended to reduce the amount of photocopying required. This response MUST be the same as the emailed version.

CAN YEAR 11 STUDENTS SUBMIT WORK AFTER THE DUE DATE?

Yes but only under certain circumstances. See below.

Students need to apply for an extension using the correct form as soon as they know they will not be able to submit. The grounds for extension are the same as those required for an AARA or Illness and Misadventure in Year 12. Students must provide documentary evidence with their application. This evidence includes but is not limited to doctor's certificates dates on or before the due date, other medical evidence such as appointment booking evidence or evidence of any pre-existing/long term conditions.

This information will be logged and used as evidence when AARA's are being constructed for Unit 3 and 4 studies.

CAN YEAR 12 STUDENTS SUBMIT WORK AFTER THE DUE DATE?

Yes but only under certain conditions. See below.

They have a pre-arranged AARA* or Illness and Misadventure* application which gives them an extension to assessment. Each extension is negotiated with the student, teacher, House Leader and House Dean. This information is communicated to the parent/carer, Guidance Officer and given to the student in writing.

* AARA's are negotiated with students, parents, House Leader, House Dean, Guidance Officer (if necessary) and DP Senior School before the start of Unit 3 (or as soon as the relevant condition becomes apparent during the student's Unit 3/4 studies. Illness/Misadventure applications are made by students in consultation with their HL, Guidance Officer (if necessary), HD and DP Senior School. Students MUST have the relevant documentation for the application to proceed. Students should see their House Leader in the first instance for both AARA and Illness/Misadventure applications.

WHAT IF A STUDENT IS NOT AT SCHOOL ON THE DAY AN ASSESSMENT TASK IS DUE OR EXAM IS SCHEDULED?

Year 11: Teacher must contact home if there has been no contact from a parent/carer. This contact is logged on OneSchool and referred to HOD, HL and HD.

For an assignment – students bring a photocopy of the required documentation and the final assessment to their teacher on the day of their return. The documentation is then used to complete an extension application in liaison with the teacher, HOD and HL. Once completed, the HL passes this information on to the SS HOD for filing and collation purposes. If no documentation can be provided, the student is assigned a result using the evidence gather on or before the due date.

For an exam – teacher discusses absence with HOD to see if a complimentary task is required. HOD and teacher negotiate adjustments to the task if necessary. Student brings supporting documentation to the teacher on the day of their return and completes the exam as soon as practicable after this time.

Year 12: Teacher must contact home if there has been no contact from a parent/carer. This contact is logged on OneSchool and referred to HOD, HL and HD.

For an assignment – students bring a photocopy of the required documentation and the final assessment to their teacher on the day of their return. The documentation is then used to complete an Illness and Misadventure application in liaison with the teacher, HL, HD and Senior School DP. Student submits work on the new due date. Student submits assessment on the new due date. If no documentation can be provided, the student is assigned a result using the evidence gather on or before the due date.

For an exam - teacher discusses absence with HOD to see if a complimentary task is required. HOD and teacher negotiate adjustments to the task if necessary. Student brings supporting documentation to the teacher on the day of their return. The documentation is then used to complete an Illness and Misadventure application in liaison with the teacher, HL, HD and Senior School DP. The student completes the exam as soon as practicable after their return.

WHAT DO I DO IF A STUDENT SUBMITS WORK THAT IS TOO LONG?

For written tasks – only mark up to the required length (remember a 10% variation is acceptable). Clearly indicate where you finished marking.

For spoken/performed tasks – mark up to the required length (remember a 10% variation is acceptable). Clearly identify where you finished marking.

SOME GENERAL INFORMATION:

Students will not receive extensions of the same timeframe as their absence (i.e. if absent for 2 weeks, they will not receive a 2 week extension to due dates).

AARA's and Illness/Misadventure applications are for Unit 3 and Unit 4 only.

Students with long term conditions which require an AARA should have a AARA in place before the start of Unit 3. (i.e. start of Term 4 Year 11 for General subjects) and start of Year 12 (for Applied subjects).

Roles and Responsibilities: Year 11 and Year 12 Assessment	
<p>Students</p> <p>Complete the Student Academic Integrity course as soon as possible in Year 11.</p> <p>Complete all work (including drafts) on or before the due date.</p> <p>Notify their teacher and House Leader as soon as they experience difficulties or become aware of an assessment issue.</p> <p>Provide relevant documentation as soon as possible.</p>	<p>Teachers</p> <p>Complete the Teacher Academic Integrity Course.</p> <p>Complete at least Accreditation Courses 1 – 3.</p> <p>Maintain contact with student, parents and House Leaders.</p> <p>Provide relevant and appropriate feedback within QCAA guidelines and in an appropriate timeframe.</p> <p>Notify HL as soon as a student fails to submit assessment.</p> <p>Ensure all assessment is stored in the central location designated by your HOD.</p> <p>Accurately record results for all assessment tasks.</p>
<p>Parents/Carers</p> <p>Maintain contact with school in relation to circumstances which impact on students' learning and achievement.</p> <p>Support students to obtain appropriate documentation in the event it is required.</p> <p>Participate in the AARA application process if required.</p>	<p>House Leaders</p> <p>Monitor student assessment submission (i.e. non-submission).</p> <p>Liaise with student, parent/carer, House Dean, GO and DP Senior School (all as required) in relation to AARA's and Illness/misadventure applications.</p> <p>Monitor students with AARA's, Illness/Misadventure agreements.</p>
<p>Deans/Guidance Officers</p> <p>Monitor student assessment submission (i.e. non-submission).</p> <p>Liaise with student, parent/carer, House Leaders, GO and DP Senior School (all as required) in relation to AARA's and Illness/misadventure applications.</p> <p>Monitor students with AARA's, Illness/Misadventure agreements.</p>	<p>Deputy Principal (Senior School)</p> <p>Liaise with student, parent/carer, House Deans, GO and Principal (all as required) in relation to AARA's and Illness/misadventure applications.</p> <p>Submit AARA and Illness/Misadventure applications using Student Report (QCAA form completed by the student), Medical Report (QCAA form completed by the medical practitioner) and School Report (completed by the relevant House Dean or Guidance Officer).</p>

Links to further information:

QCAA Senior Assessment: <https://www.qcaa.qld.edu.au/senior/assessment>

CBSHS Senior Assessment Policy:

School documents (AARA, Illness/Misadventure, Year 11 Extension applications, List of students with AARAs)