



ASSESSMENT

Please refer to the assessment procedure in the front of the student planner.
All year 10, 11 and 12 students are required to submit their assessment electronically through TurnItIn.

ASSESSMENT POLICY OVERVIEW

It is mandatory at Wellington Point State High School, that students complete and submit all assessment items. Senior students must be aware, to gain credit for any semester unit, it is essential to complete all assessment items as established by the Queensland Curriculum and Assessment Authority (QCAA) and the subject syllabus. If an assessment piece is recorded as a 'Non-Submit', students risk not being given credit for completing that semester in the subject. This may impact on their Exit Level of Achievement in the subject and correspondingly their OP and QCE eligibility.

EXAMINATIONS

1. Plagiarism, copying or cheating will result in cancellation of the assessment.
2. Students MUST record all assessment due dates into their school diaries.
3. Students MUST make a credible attempt to complete the exam; otherwise it will be considered a 'Non-Submit'.

ASSIGNMENTS

1. Students MUST record all assessment due dates into their school diaries.
2. Submission of draft/s is compulsory and must be completed to a credible standard (i.e. a completed working copy of the final task).
3. While it may be generally preferred that students submit assignments in a word processed format, hand written assignments will be accepted in most cases.
4. Computer crashes, printer or printing problems or loss of electronic work due to a lack of backup cannot be used as a reason for late submission of work. Should computer or printer problems occur, students may submit a hand written copy of their assignment.
5. It is the responsibility of the student to ensure that a personal copy of all assignments is kept.
6. Students may submit assignments by electronic means if appropriate or arrange for them to be delivered to the classroom teacher on the due date.
7. Oral presentations – students will be required to submit the written script of their oral presentation on the common due date for the students in the class.
8. It is considered a 'Non-Submit' when students fail to submit an assignment or fail to undertake an oral/

performance at the arranged time or the extension due date.

9. Consequences for failure to submit assignment – students will be required to complete assessment during their lunch break or after school detentions. Loss of semester credit, or cancellation of enrollment are possible consequences for failure to complete assessments.

ABSENCES ON ASSESSMENT DUE DATE

Students absent on the day of an examination or assessment due date **MUST** obtain an extension:

o for Junior students - from the relevant Deputy Principal

o for Senior students - from the relevant Deputy Principal

Applications for special provision of assessment date must be accompanied by a written note from parents/caregiver and/or a medical certificate

1. If a student knows s/he will be absent on an assessment due date, as a result of circumstances beyond

her/his control, it is her/his responsibility to obtain an extension at least one week prior.

2. If a student is unexpectedly absent on the assessment due date, parent/caregivers are expected to

contact the school office by telephone prior to the commencement of the school day and request that this

information (student name, subject, teacher, assessment piece) be conveyed to the appropriate teacher.

3. For an assignment, students are to arrange to get work to the school office, email or by other delivery to

the teacher by 4pm that day.

4. If this is not possible, on the first day that the student returns to school, the student must apply for an

extension and be prepared to submit/complete their assessment on that day.

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5. Group work must be completed without the absent student on the assessment due date, to demonstrate

all other students have completed the work. If the absent student has been granted an extension, the

group may present again when the student returns.

6. Provision may be made for exceptional circumstances by the principal.

SPECIAL PROVISION

Students requiring special provision due to illness, forced absence from school or personal and emotional

problems **MUST** approach the Guidance Officer, HOD or the relevant Deputy Principal to request that special

arrangements be made with respect to their assessment.

All applications for special provision will be evaluated on their merits, however, as a general rule, requests

for special provision made on the due date will not be considered.

The granting of special provision does not mean that students will be exempted from completing assessment.

Students granted special provision MUST still consult with the relevant Head of Department with respect to

the completion of assessment and the granting of extensions or changing of conditions.

PLAGIARISM

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment

or referencing of the original work. Examples of plagiarism include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work

or data of other persons (including books, articles, working papers, conference papers, websites or

other students' assignments)

- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment of the original work or works in the form of referencing

- using another person's ideas, work or research data without acknowledgement

- copying computer files in whole or in part without indicating their origin

- submitting work which has been produced by someone else on the student's behalf as if it were the

work of the student

- producing work in conjunction with other people (other students, tutor, parents) when it is purported

to be the student's own independent research

Students will be given credit only on own work and must re-do the assessment piece as per nonsubmission.

Loss of semester credit, suspension, or cancellation of enrollment are possible consequences for failure to complete assessments.