

North Rockhampton State High School

Assessment Policy



School Assessment Policy

North Rockhampton State High School

Scope

The scope of this policy includes Australian Curriculum P-10 learning areas, Applied, Applied (Essential), General and General (Extension) subjects and Short Courses. The processes, procedures, roles and responsibilities are designed to build capacity as students work towards summative assessment completion.

The framework for the procedures, as they apply to years 11 and 12 is developed from the *QCE and QCIA policy and procedures handbook* available from www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019

The framework for the procedures, as they apply to years 7, 8, 9 and 10 is developed from school-based policies and procedures and the P-12 Curriculum, Assessment and Reporting Framework and associated documents.

Purpose

This document details the policies and procedures at North Rockhampton State High School that encourage the participation and engagement of students in their learning and assessment.

The assessment policy utilises the P-12 Curriculum, Assessment and Reporting Framework, QCAA guidelines, the [QCE and QCIA policy and procedures handbook](#) and QCAA syllabuses to inform school-based assessment policies for P-10 learning areas, Applied, Applied (Essential), General and General (Extension) subjects and Short Courses. Vocational education and training certificate courses (VET) are covered by the standardised policies and procedures located on the QCAA website.

This assessment policy:

- provides information to students about expectations for assessment and their responsibilities
- includes guidelines for teachers and information to all staff about expectations and their roles and responsibilities
- is:
 - communicated clearly to teachers, students and parents/carers
 - enacted consistently across all subjects within the school
 - based on information in the P-12 Curriculum, Assessment and Reporting Framework, Australian Curriculum P-10 syllabuses and QCAA guidelines and syllabuses.

Principles

Assessment at North Rockhampton State High School plays an integral role in improving learning and informing teaching. Its fundamental purpose is to establish where learners are in an aspect of their learning at the time of the assessment.

In following this process it is agreed that the following purposes of assessment, processes for construction of assessment instruments, and principles underpin the assessment practices of North Rockhampton State High School.

The purposes of assessment at North Rockhampton State High School are to:

- promote, assist and improve learning
- inform programs of teaching and learning
- provide information to students, parents, teachers, who need to know about the progress and achievements of students to help them achieve to the best of their abilities
- provide information for school reporting and the issuing of certificates of achievement

The following principles form the foundation of beliefs about North Rockhampton State High School assessment practices.

Assessment should be:

- **aligned** with curriculum and pedagogy
- **equitable** for all students
- **evidence-based**, using established standards/continua to make defensible and comparable judgments about students' learning
- **ongoing**, with a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning
- **transparent**, to enhance professional and public confidence in the processes used, the information obtained and the decisions made
- **informative** of where students are in their learning

High-quality assessment is characterised by three attributes:

- **validity**, through alignment with what is taught, learned and assessed
- **accessibility**, so that each student is given opportunities to demonstrate what they know and can do
- **reliability**, so that assessment results are consistent, dependable or repeatable

Promoting academic integrity

Schools, teachers, parents/carers and others who support students in their learning have responsibility for promoting and maintaining academic integrity. North Rockhampton SHS utilises the following procedures to develop students' skills and model appropriate academic practices.

QCE and QCIA policy and procedures handbook	Policy and procedures
Location and communication of policy	In order that all stakeholders in our school community are aware of the school assessment policy, it is centrally located on the school website.
Expectations about engaging in learning and assessment Section 1.2.4 Section 2 Section 8.5.1	<p>North Rockhampton SHS requires academic responsibilities to be approached in an honest, moral and ethical way. Schools, teachers, parents/carers and others who support students in their learning have responsibility for promoting and maintaining academic integrity.</p> <p>Staff are required to complete the academic integrity courses and accreditation courses provided by the QCAA.</p> <p>Senior students are required to complete the academic integrity courses provided by the QCAA, in year 10 or after enrolment if not completed at a previous school.</p> <p>North Rockhampton SHS will actively engage students with this policy at the following junctures:</p> <ul style="list-style-type: none"> • enrolment interviews • SET planning and as part of the HAWKS Program • when assessment is handed to students • newsletter publications at key phases in the assessment cycle <p>The whole school community: staff, students, and parents and caregivers, have roles and responsibilities in ensuring that all students have a strong understanding of:</p> <ul style="list-style-type: none"> • cognitions required by syllabus objectives • forward planning – planning to understand and meet the task requirements in the designated timeframe • time management – planning for individual circumstances and adjusting plans in response to unexpected events such as issues with technology • note-taking and summarising – synthesising information into new ideas or summaries • referencing – appropriately acknowledging ideas and work of others, and selecting appropriate quotes and examples • arguing and communicating meaning • editing • self-assessing compliance with academic integrity guidelines
Due dates Section 8.5.2 Section 8.5.3	<p>North Rockhampton SHS is responsible for gathering evidence of student achievement on or before the due date for internal assessment.</p> <p>Assessment due dates will:</p> <ul style="list-style-type: none"> o align with syllabus requirements o provide sufficient working time for students to complete the task o allow for internal quality assurance processes o enable timelines for QCAA quality assurance processes to be met o be published to teachers, students and parents/carers by week 3 of term 1 and week 3 of term 3

	<ul style="list-style-type: none"> o be consistently applied o refer to 3:15pm of the due date. <p>Students are responsible for:</p> <ul style="list-style-type: none"> • accessing due dates via the assessment schedule on OneSchool • planning and managing their time to meet due dates • following school processes to apply for extensions
<p>Submitting, collecting and storing assessment information Section 9</p>	<p>Assessment instruments may be submitted via the following modes;</p> <ul style="list-style-type: none"> • paper-based copy and/or physical product directly to the teacher • paper-based copy and/or physical product to the Student Services Office, where a receipt will be issued • electronically via email to the subject teacher. <p>For Australian Curriculum P-10 learning areas: assessment instruments, student work and records of results will be securely stored until the end of term one of the following year.</p> <p>For Applied, Applied (Essential), General and General (Extension) subjects and Short Courses: assessment instruments, student work and records of results will be securely stored in accordance with the QCAA retention and disposal requirements.</p> <p>For VET courses: assessment instruments, student work and records of results will be securely stored in accordance with the standardised policies and procedures located on the QCAA website.</p> <p>Students are responsible for:</p> <ul style="list-style-type: none"> • submitting assessment within due date requirements • submitting assessment in required formats, lengths, transmission modes and locations
<p>Appropriate materials Section 7.1 Section 8.5.3</p>	<p>North Rockhampton SHS staff select materials in accordance with syllabus requirements, curriculum priorities and Department of Education principles of inclusivity.</p> <p>Students are responsible for considering the appropriateness of any materials accessed or produced and ensuring they are aligned with the school values.</p>

Ensuring Academic Integrity

North Rockhampton State High School has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

Internal assessment administration

QCE and QCIA policy and procedures handbook	Policy and procedures
<p>Scaffolding Section 7.2.1</p>	<p>North Rockhampton SHS curriculum leaders manage a pre-moderation process to ensure all assessment aligns with the principles of accessibility, validity and reliability. Across the phases of learning, there will be a gradual release of responsibility to students.</p> <p>During the teaching and learning phase, scaffolding may include:</p> <ul style="list-style-type: none"> • breaking a complex task, learning experience, concept or skill into discrete parts • modelling thought processes required to complete parts of an assessment instrument • pre-teaching vocabulary specific to the subject and assessment instrument • questioning to develop students' conceptions, describe interpretations or challenge opinions that inform a response • showing examples of responses and demonstrating the match to performance descriptors • using visual frameworks or graphic organisers to plan responses. <p>Scaffolding for assessment instruments</p> <p>When scaffolding in an assessment context, it is important that the integrity of the requirements of the task or assessment instrument are maintained so a student's response is their own. Scaffolding or task instructions should not lead to a predetermined response or interfere with students' ability to demonstrate their knowledge and understanding of the relevant criteria.</p> <p>In years 11 and 12 for Applied, Applied (Essential), General and General (Extension) subjects: scaffolding for assessment instruments in Units 3 and 4 should refer to processes or presentation of the response. It should avoid repeating cognitions or the task description.</p> <p>Scaffolding assessment in years 11 and 12 may include:</p> <ul style="list-style-type: none"> • providing a timeline or checkpoints that students can use to manage completion of components of the assessment instrument • guiding students to make predictions and/or reflect on their learning to complete the requirements of the assessment instrument • providing prompts and cues for students about the requirements for their response. <p>North Rockhampton SHS uses quality assurance processes, including pre-moderation of assessment, and the use of QCAA quality assurance tools to ensure that student work is not restricted to a predetermined response, and allows students to demonstrate the objectives being assessed.</p>
<p>Checkpoints Section 8.5.3</p>	<p>North Rockhampton SHS teachers use monitoring processes to check student progress towards successful completion of assessment tasks. Checkpoints are clearly indicated on task sheets. Communication with Curriculum Heads of Department and parents will occur where teachers identify risks to successful completion of assessment.</p>

<p>Drafting Section 7.2.2 Section 8.3</p>	<p>Students are responsible for meeting the requirements of monitoring.</p> <p>Drafting is used as a part of the teaching and learning process as an opportunity for a teacher to provide feedback and gather evidence of achievement in case of illness, misadventure, or non-submission for other reasons.</p> <p>A draft may take a variety of forms (written piece, rehearsal of a performance, product in development).</p> <p>Feedback on drafts may be:</p> <ul style="list-style-type: none"> • written • verbal • provided through questioning • a summary of feedback and advice to the whole class <p>For Australian Curriculum P-10 learning areas, and Applied, Applied (Essential), General and General (Extension) subjects and Short Courses (units 1 & 2): teachers provide feedback on one or more drafts, with consideration for the phase of learning.</p> <p>For Applied, Applied (Essential), General and General (Extension) subjects (units 3 & 4): teachers provide feedback on a maximum of one draft. Feedback on a draft must not compromise the authenticity of student work. Teachers may not introduce new ideas, language or research to improve the quality of student responses. Similarly, teachers may indicate some key errors in spelling, grammar, punctuation and calculations, and remind students that the draft requires more editing, but should not edit or correct all errors in a draft.</p> <p>Parents and caregivers will be notified of non-submission of drafts. Teachers will record the parent/caregiver contact on One School.</p> <p>Students are responsible for:</p> <ul style="list-style-type: none"> • submitting drafts on or before the checkpoint date • making use of teacher-provided feedback
<p>Managing response length Section 7.2.3</p>	<p>Response lengths as specified by syllabuses and curriculum guidelines must be adhered to and will be listed as a condition on the assessment instrument task sheet.</p> <p>Support for students includes:</p> <ul style="list-style-type: none"> • a pre-moderation process to ensure all assessment aligns with the principles of accessibility, validity and reliability • availability of model responses • feedback at monitoring checkpoints and on drafts • specific length requirements stated on task sheets <p>Students are responsible for:</p> <ul style="list-style-type: none"> • adhering to prescribed word lengths • applying feedback about word length • editing responses to meet requirements • providing an accurate word count or performance time

	<p>Where length requirements are not met, students will receive specific feedback on the length of their response. Length issues will be reflected in the marking of the relevant criteria of the syllabus concerned. Responses will not be marked past the word count.</p>
<p>Authenticating student responses Section 7.3.1</p>	<p>To ensure all assessment aligns with the principles of accessibility, validity and reliability, North Rockhampton SHS uses a range of authentication strategies, which include:</p> <ul style="list-style-type: none"> • changing assessment tasks from year to year • providing class time to observe task completion • requiring reference lists and acknowledgement of sources • collection of evidence of student response development via classwork, outlines, photographs, plans and drafts • post-moderation processes such as cross-marking for subjects with multiple cohorts • plagiarism detection software • individual monitoring, feedback and results for students working in groups • a student declaration of authenticity <p>Where authorship of student work cannot be established, the school will:</p> <ul style="list-style-type: none"> • provide an opportunity for the student to demonstrate that the submitted response is their own work • make a judgment about the student's knowledge and skills using the parts of the response that can be identified as the student's own work.
<p>Access arrangements and reasonable adjustments, including illness and misadventure (AARA) Section 6</p>	<p>North Rockhampton SHS is committed to reducing barriers to success for all students. The process for AARA application is included as appendix 1 of this assessment policy. All AARAs will be recorded under the Support tab > Support Provisions in OneSchool.</p>
<p>Managing non-submission of assessment by the due date Section 8.5</p>	<p>North Rockhampton SHS teachers will progressively gather evidence of student achievement in forms including but not limited to:</p> <ul style="list-style-type: none"> • drafts • class work • rehearsal notes • photographs of student work • teacher observations <p>If a student is eligible for an extension, they should follow the AARA process (see appendix 1)</p> <p>When a student does not submit a response to an assessment item on or before the due date, a result is awarded using evidence that is available on or before the due date.</p> <p>Where there is no evidence that can be matched to relevant achievement standards, the student will receive a result of Not-Rated (NR) for the assessment piece.</p> <p>The student may be required to complete the assessment task after receiving a Not-Rated result, if the task is necessary for the provision of formative</p>

	feedback, and/or ascertaining pre-requisite knowledge in order to plan future learning.
Internal quality assurance processes Section 8.5.3	<p>North Rockhampton SHS quality assures student assessment at two junctures:</p> <ul style="list-style-type: none"> • quality assurance of assessment instruments during the development of assessment instruments and before they are administered to students; in the case of internal assessment instruments for senior units 3 and 4, prior to submission to the QCAA, using quality assurance tools provided by the QCAA. • quality assurance of judgements after assessment is completed by students and prior to results being provided, using faculty-based moderation processes, which may vary depending on the size of the cohort and nature of the assessment. <p>Students are made aware of external processes that may impact on results, such as confirmation of results for General subjects.</p>
Review Section 9.1 Section 9.2 Section 9.5	Student results (including NR) for all General subjects (Units 1 and 2), Applied subjects, and Short Courses may be subject to review by the curriculum head of department and the deputy principal of the junior or senior school.

External assessment administration

QCE and QCIA policy and procedures handbook	Policy and procedures
<p>External assessment is developed by the QCAA for all General and General (Extension) subjects</p> <p>Section 7.3.2 Section 10.3 Section 10.4</p> <p>See also: <i>External assessment — administration guide</i> (provided to schools each year)</p>	See the QCE and QCIA policy and procedures handbook (Section 7.3.2) and follow the External assessment — administration guide for processes, roles and responsibilities of the school external assessment (SEA) coordinator, teachers and students.

Managing academic misconduct

North Rockhampton SHS positively and proactively assists students to avoid academic misconduct, and ensures fairness for all students, using the following methods:

- Requiring students to complete the academic integrity course by week 5 of term 1 in HAWKS lessons.
- Actively engaging students in learning about research, referencing, note-taking and summarising skills
- Actively engaging students in learning about types of academic misconduct and how they can be avoided
- Including student guidelines on the website and student SharePoint subpage.

Academic misconduct includes:

	Types of misconduct
Cheating while under supervised conditions	<p>A student:</p> <ul style="list-style-type: none"> • begins to write during perusal time or continues to write after the instruction to stop writing is given • uses unauthorised equipment or materials • has any notation written on the body, clothing or any object brought into an assessment room • communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.
Collusion	<p>When:</p> <ul style="list-style-type: none"> • more than one student works to produce a response and that response is submitted as individual work by one or multiple students • a student assists another student to commit an act of academic misconduct • a student gives or receives a response to an assessment.
Contract cheating	<p>A student:</p> <ul style="list-style-type: none"> • pays for a person or a service to complete a response to an assessment • sells or trades a response to an assessment.
Copying work	<p>A student:</p> <ul style="list-style-type: none"> • deliberately or knowingly makes it possible for another student to copy responses • looks at another student's work during an exam • copies another student's work.
Disclosing or receiving information about an assessment	<p>A student:</p> <ul style="list-style-type: none"> • gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment • makes any attempt to give or receive access to secure assessment materials.

Types of misconduct	
Fabricating	A student: <ul style="list-style-type: none"> • invents or exaggerates data • lists incorrect or fictitious references.
Impersonation	A student: <ul style="list-style-type: none"> • arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment • completes a response to an assessment in place of another student.
Misconduct during an examination	A student distracts and/or disrupts others in an assessment room.
Plagiarism or lack of referencing	A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audiovisual material, figures, tables, design, images, information or ideas).
Self-plagiarism	A student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.
Significant contribution of help	A student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response.

In cases where students have engaged in academic misconduct, results will be awarded using evidence gathered by teachers prior to or on the due date that is verifiably the student's own work.

Junior: In the case of exams, students will not be rated on any exam segments potentially affected by the academic misconduct. Students may be asked to re-sit exams or complete alternative assessment.

Senior: In the case of exams, the senior school deputy principal will make a determination as to the potential impact of the academic misconduct on the student's response, and students will not be rated on any exam segments potentially affected by the academic misconduct. In cases where the impact is significant, the student's response may be awarded a Not Rated (NR) result.

Related school policy and procedures

North Rockhampton State High School Responsible Behaviour Plan for Students.
Department of Education and Training Code of Conduct Policy Document.

Appendix 1

ARRA Application Process

