



Assessment Policy

January 2014
Updated January 2015
Reviewed January 2017



Secondary School Assessment Policy

Rationale:

Accurate and comprehensive assessment of student performance against the standards identified by the Queensland Studies Authority guide student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those areas in need of support and assistance.

Aims:

- To assess school and student performance accurately and comprehensively against the standards identified by the Queensland Studies Authority.
- To improve student learning by accurately determining current performance as well as areas of future need and development.

Implementation:

- Teachers are responsible for accurately assessing student achievement against the standards identified by the Queensland Studies Authority.
- Assessment requires a mix of summative assessment of learning to determine and report what the student has learned, formative assessment to guide future learning, and ongoing assessment to focus teacher feedback alongside student self-assessment and reflection. Fundamentally, assessment will be used primarily to guide future lessons and learning, rather than simply a prelude to reporting achievement.
- Students will be issued with an assessment calendar at the beginning of each semester that outlines all their required assessment items.
- Teachers should use a variety of assessment strategies providing multiple sources of information about student achievement. These may include tests and assignments, projects, portfolios, performance observations, discussions and involvement in standardised testing processes and school entry assessment tests.
- The College will develop a manageable system of record keeping through the use of Student Profiles for each subject.
- Teachers will participate in moderation professional development involving assessment maps and annotated work samples so that staff can apply consistent judgements of student progress against essential learning standards across the school.

- The College will progressively develop individual learning improvement plans for students with needs, in consultation with students, parents and Learning Enhancement.
- Students will engage in reflection and goal setting with the assistance of teacher feedback to improve outcomes.
- The College will provide information for parents on assessment, curriculum and national testing.
- The College will assess the achievements of students with disabilities and impairments in the context of the curriculum. Learning Enhancement will help develop individual education plans containing learning goals for each student. Progress towards learning goals will be assessed and reported by teachers and Learning Enhancement.
- Students for whom English is a second language will have their progress in English reported against the ESL Bandscales. They will also be entitled to receive an additional 10 minutes per hour in exam support.
- Every assignment/ project must state the Core Curriculum Elements and Assessment Criteria.
- Assessment tasks will only be issued during term time and students are not expected to work on assessment tasks during their holiday periods.
- Students in Year 7-10 will not be expected to undertake any more than three formal assessment pieces in each subject per term. Assessment in Year 11 and 12 is determined by the approved work program.

Submission of Assignments

1. Assignments, Projects and Examinations should have the set and due dates recorded on the task sheet and students will record them in their diaries. It is the student's responsibility to check the MyTLC calendar for assessment dates.
2. Drafts for all assignments must be electronically uploaded onto myTLC or emailed to classroom teachers on the draft due date. The draft will be returned to the student within a week of receipt with comprehensive feedback for improvement given. Failure to submit a draft on the due date will result in an after school detention being issued on the following school day to give the student time to complete their draft.
3. All assignments must be submitted on the due date. Failure to do so will result in an after school detention the following day to complete the task. Under extenuating circumstances an Application for Extension form must be submitted to the relevant teacher 24 hours before the due date.
4. To ensure educational equity, senior students (Year 11 and 12) are also required to have a medical certificate explaining their absence should they be away on a day when assessment is due. Their assignments are to be uploaded onto myTLC or emailed to their teacher by 8:30am on the due date. Failure to do so will result in the student draft being marked and a Level of Achievement awarded.
5. Assignments that do not meet the minimum standard expected from a student will have to be re-submitted. This includes assignments that have been plagiarized.
6. Teachers will return assignment results to students within three weeks after the due date. Student work will then be filed for reporting purposes.

7. Students are to upload both drafts and final copies of all assignments to myTLC and also submit a hard copy to their teacher.

Special Consideration

The only circumstances under which assignments will be accepted after the due date are as follows:

1. Should a student have a 'bona fide' reason for being unable to meet a deadline, they must approach the class teacher **before** the due date to request approval for extension. Extensions **will not** be granted on the date the assignment is due.
2. Absence and subsequent failure to complete an assessment task due to special circumstances eg. Bereavement should be communicated to the Principal personally or in writing.
3. Absence or extensions required due to medical reasons must be supported with a medical certificate given to the Head of Secondary. In such cases, the Head of Secondary, in consultation with the class teacher and student, will arrange an extension of time and/or the opportunity to undertake the test missed on an alternative day.
4. Any other circumstances which constitute in the opinion of the Principal, sufficient reason for special consideration and subsequent extension

POLICY RELEASE DETAILS

Date of Policy

January 2014

Updated January 2015

Reviewed January 2017

Approved by

The Lakes College Board

Chairman

Date

Review Date:

This policy is to be reviewed annually.