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Assessment Policy

Date of Development	Implementation Date	Review Date	Reviewed by
16/04/2018	07/10/2019	24/07/2026	Senior Leadership Team

Policy Statement

Assessment at Good Shepherd Catholic College is considered an important part of the learning process. This policy shows the College's commitment to enact justice and equity for all staff and students. Through its implementation, the College can ensure all students are given consistent conditions and opportunities in assessment.

This policy has been developed in accordance with QCAA guidelines both in accountability and the provision of opportunities for students to develop attributes of a life-long learner. ¹ Information about the implementation of this Policy can be found in the [Assessment Policy Guidelines](#).

Expected Outcomes

By implementing this policy, Good Shepherd Catholic College aims to provide support for students, parents and teachers in ensuring that all assessment items are completed and submitted on the due date. Through effective use of this policy, the College also endeavours to bring the following aspects of our Mission Statement to life:

- Encourage each student to be inner-directed and responsible learners,
- Develop the intellectual potential of each person,
- Challenge our students to achieve their very best.

(College Mission Statement)

All students at Good Shepherd Catholic College are expected and required to complete all assessment (formative and/or summative) as required by the teacher and the Australian Curriculum guidelines. It is expected that students submit all assessment in their subjects by specified due dates. Students will be given task sheets which outline details of the assessment including notice of the task and due dates. Students have the right to access help and support in the completion of assessment.

Teachers at Good Shepherd Catholic College have the right to expect that students will submit assessment on time. Teachers are responsible for ensuring students have a variety of ways to demonstrate what they know and what they can do.

Submission of Assessment

- Assignments must be handed to the teacher on or before the due date specified.
- Students must adhere to assessment response length as specified by the subject.
- All Junior students must develop the skills to remain within the assessment conditions.
- All Senior students will endure a penalty if the conditions are not adhered to. The marking of the assessment instrument will cease once students' responses are above the word count, duration of time or page count. This is in accordance with QCAA policies and procedures 8.2.6.

Absences

The College understands that expected and unexpected absences may occasionally result in a student not being able to submit an assessment item on the due date. When students know in advance that they will be absent on the due date, the assessment must be submitted prior to the due date, or the student must apply for an extension of time. For an unanticipated absence, students are encouraged to make every effort to submit their final assessment item to the teacher either in hard copy or electronically preferably on the due date, or immediately upon their return to the College. Processes for managing absences are outlined in the [Policy Guidelines](#).

¹ Queensland Certificate of Education (QCE) and Queensland Certificate of Individual Achievement (QCIA) policy and procedures handbook www.qcaa.qld.edu.au



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Applications for extension of time

Students may apply for extensions on internal assessment tasks, should there be grounds to do so (e.g. Absence due to illness or special circumstances). This falls under the Access Arrangements and Reasonable Adjustments Guidelines (AARA). Being absent for 1 or 2 lessons, family holidays, or inability to complete work outside of school due to other commitments are not grounds for an extension. Processes for applying for extensions of time are outlined in the [Policy Guidelines](#).

Plagiarism / Cheating / Misuse of Artificial Intelligence and/or Paraphrasing Tools

As defined in the [Policy Guidelines](#), all of the above are serious infringements.

- Cheating includes taking notes into an exam when not permitted, sharing assignments and other research / work/results, sharing or looking at another student's answers in an exam
- Plagiarism can involve copying another student's work, in part or in full or copying directly from the internet or resources without adequately referencing and acknowledging, this includes the misuse of paraphrasing tools when the content or ideas or either not the student's own, or when the text is not acknowledged and referenced correctly.
- Generative Artificial Intelligence (AI) refers to computer systems that appear to behave intelligently and perform human-like tasks to synthesise products (e.g. responses, images, music) based on user prompts and an existing set of generative data.

Students who use generative AI tools and present the work as their own, put their integrity at risk and may bear the consequences of such academic misconduct as plagiarism or a lack of referencing, fabrication or impersonation of another's work. Such consequences may include not receiving a subject result.

Parent Contact

The College believes that the key to success is maintaining open communication between parents / carers in regard to their child's progress both academically and socially. Teachers are expected to make contact home, either by email or phone, to raise any concerns about students who are not meeting assessment requirements or who have not produced sufficient work at the drafting stage.

Contact should be made home, by the classroom teacher, if a student fails to submit an assessment item which has resulted in their draft or work completed in class, being used to award a level of achievement against the Australian Curriculum standards.

Repeated non-compliance with this policy

Completion of assessment, which is an important part of the learning process, is an expectation of students at Good Shepherd Catholic College. This includes:

- fully completed and on time submission of assessment, and
- individual work showing what the student can do in relation to the achievement standards.

The College places high value on ensuring students are achieving to the best of their ability, and will, if necessary, meet with students and their parents / carers in order for the student to show cause as to why they should continue at the College. This meeting will be held by a member of the Senior Leadership Team, in consultation with the Curriculum Leaders.

Attachment:

- Good Shepherd Catholic College Assessment Policy Guidelines