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Assessment Policy – Guidelines

Date of Development	Implementation Date	Review Date	Reviewed by
16/04/2018	13/05/2024	24/07/2026	Senior Leadership Team

Purpose of this Guideline

This Guideline provides important information about enacting the responsibilities and requirements of the Good Shepherd Catholic College Assessment Policy. It should be read in conjunction with the College Assessment Policy.

1. Assessment Conditions & Task Sheets

The assessment due dates and conditions are specified on task sheets and issued by the classroom teacher with approval by the Curriculum Leader. The task sheets are to be attached to the assessment pieces on submission. Assessment due dates will also be released on the assessment calendar and exam block timetables that outline the summative assessment tasks for the term. In order to maintain fairness and equity between classes, once published, these dates are considered to be final and cannot be amended.

Assessment Due Dates: This date the final copy of the completed assessment item is due to the classroom teacher. The assessment is due in the lesson time for that subject on the date specified. If the subject does not have a lesson on that day, the student will submit to the College Office by 3:00pm.

Assessment Calendar: The Assessment Calendar shows the due dates for all assessment items.

2. Drafting

Drafting is an important part of the assessment process and allows for teachers to provide valuable feedback on the ways students can improve. All students are expected to submit a maximum of one draft by the indicated checkpoint date. If a draft is not submitted by the required date, the classroom teacher will be responsible for ensuring that students submit a draft response before the end of the lesson on the day on which the draft is due. Late submissions will not receive teacher feedback.

A draft assessment item is considered a final submission until it is replaced with an updated assessment on or before the final due date. It is the teacher's responsibility to ensure that drafts with feedback are returned to students in a timely fashion (at least 5 days before the final due date) to allow the student adequate time to implement any feedback recommended.

3. Managing response length

Assessment submissions must adhere to the required word length of a response, duration of time, or page count to match the syllabus requirements. The procedures below support students to manage the response length:

- All assessments must indicate the required length of the response.
- Teaching and learning programs embed subject-specific strategies to respond purposefully within the prescribed conditions of the task.
- Feedback about length is provided to students at the check points or the drafting stage.

4. Submission of Assessment

Students can submit their assessment electronically or in hard copy. Specific submission guidelines are negotiated between the class and the classroom teacher and may vary depending on the format of the assessment. Assessments are due in the lesson of the subject of that assessment.

- Extensions of Time: This is a request to amend the due date for a particular task, and is done in consultation with the Classroom Teacher, Curriculum Leader or Deputy Principal – Curriculum.
- Late Submission: An assessment item is considered late if it is not submitted to the classroom teacher in the lesson on the scheduled due date.
- Turn-It-In: The College subscribes to the turn-it-in service for both teachers and students. This service allows teachers and students to perform originality checks to identify potential plagiarism. Turn-it-in submissions are



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compulsory in Years 10 to 12.

5. Non submission of assessment

Drafts – Years 7 - 12

If there is no work to be submitted as a draft, the student will have the remainder of that lesson to produce a response to the assessment item and submit prior to leaving the classroom. If students do not complete this within the lesson, they will be issued with a lunchtime detention. Parents will be contacted and notified of this policy breach. A record will be added to Compass.

Junior Years 7 - 10

If there is no final version of the assessment to submit, or no draft available, the student will be asked at the start of that lesson to produce a response to the assessment item and submit prior to leaving the classroom. If necessary, the classroom teacher can use evidence from a student's workbook relating to the assessment topic to award achievement standards. Students will also be issued with a lunch time detention. A phone call will also be made home to notify parents of the policy breach, which will also be recorded on Compass. If students fail to attend the lunch time detention or do not produce work while they are withdrawn, they will be placed onto an after-school detention.

Senior Years 11 - 12

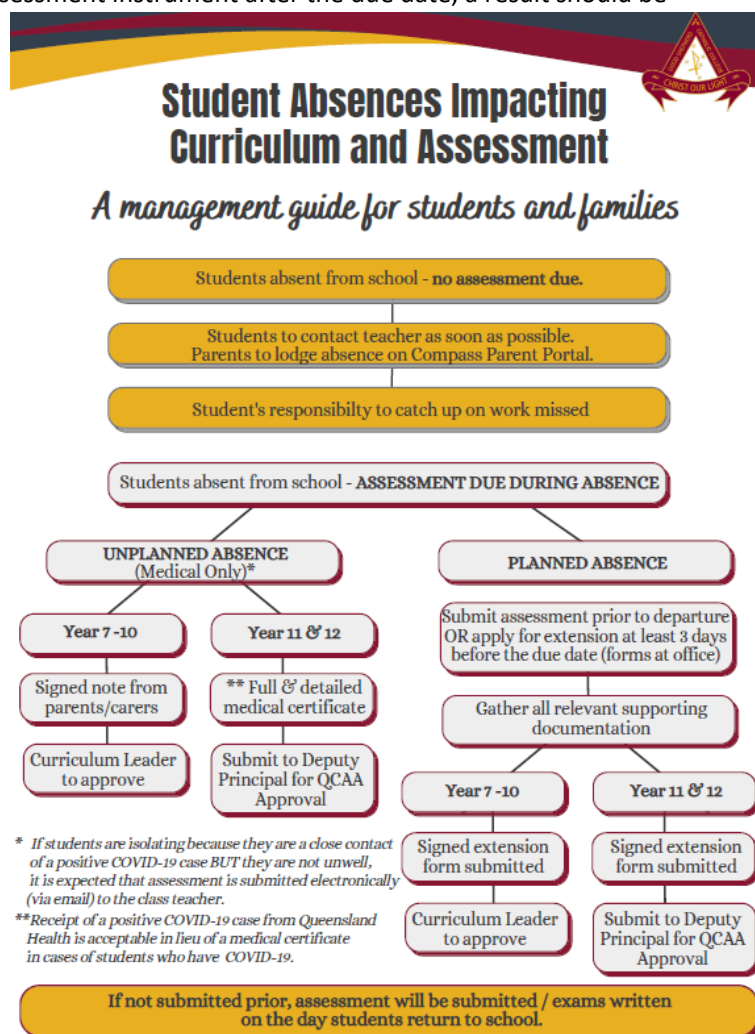
All assessment must meet minimum task requirements (as outlined in the marking guide/criteria sheet) to be counted as a submission. When a student submits a late response to an assessment instrument after the due date, a result should be allocated using evidence available on or before the due date (i.e., the draft assessment). The classroom teacher will make contact home to notify parents of the policy breach. Non submission will result in an incomplete result for that subject, and the subject may no longer contribute credit to the students QCE.

6. Absences

If a student in Year 7-10 is absent due to illness on the due date / exam date, parents should write a note explaining the absence and students will be required to complete that assessment item / exam upon their arrival at school.

A medical certificate should be attached to any late assignment for all Year 11 and 12 students. If a medical certificate is not produced for students in Years 11 and 12, the draft / work completed up to the due date will be marked as their final submission. Note that QCAA requires medical certificates to be full and detailed. All student absences and extensions in Year 11 and 12 require approval from QCAA to allow the student to complete a comparable task, and therefore an opportunity to be awarded a result.

If a student is absent from an internal Senior Exam Block exam, the student will complete an alternate paper in the next available session and provide a medical certificate upon their return. If a medical certificate is not provided the student may not be allocated a result for that internal assessment pieces, resulting in no credit for the subject studied.





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7. Exam Block Process and Information

The College offers an exam block to Year 10, 11 and 12 students at key points throughout the year. Senior students are not required to attend regular classes or homeroom during the exam block. If students have more than one exam per day, they should remain in the study room, which is supervised during exam block, to study quietly. Students are permitted to leave the College once they have finished their examinations for the day. However, students **MUST** sign in at the front office when they arrive and then sign out at the office before leaving the College grounds.

- Students are permitted to bring their bag into the exam room but they must place it at the front of the room or leave it outside
- If students have their phone on them they must switch it off during the examination
- Students should not be borrowing or passing equipment. There will be an equipment pencil case in the exam room and the supervising teacher can lend out equipment to students as needed.

All students should be studying/completing assessment at home; studying quietly in the Study Room or completing an exam during exam block. If students have overdue assessment, they are expected to attend school for the duration of the exam block. Pastoral Leaders will communicate with parents/carers if this is the case. Exam block is not free time.

Exam Block – Dos and Don'ts!	
✓ Do ✓	✗ Don't ✗
✓ Be on time ✓ Follow all regular College Expectations ✓ Sign in at the front office when you arrive and then sign out before you leave ✓ Be prepared! Don't leave your study until the last minute ✓ Get a medical certificate if you are unwell and unable to attend an exam - CONTACT THE COLLEGE IMMEDIATELY IF YOU ARE SICK AND CAN'T ATTEND YOUR EXAM ✓ Come to school in your FULL Academic Uniform (your PL can send you home to change if you don't adhere to this) ✓ Only come to school if you have exams to sit, or assessment to complete ✓ Use the study room appropriately (quietly and productively)	✗ Be late! ✗ Bring takeaway food/energy drinks onto College grounds ✗ Come unprepared or with nothing to do ✗ Wear sports uniform or senior shirts ✗ Use mobile phones on College Grounds between the hours of 8:30am – 3:00pm ✗ Disrupt the study environment of your peers ✗ Leave your exam early – stay and read over your responses, re-read, and read again!



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8. Applications for extension of time under the Access Arrangements and Reasonable Adjustments Guidelines (AARA).

In Years 7 – 10, AARA will be determined and implemented by the Curriculum Leader in consultation with other stakeholders such as parents and the Inclusive Education team. In Years 11 - 12, AARA will be authorised by the Deputy Principal for Teaching and Learning, or QCAA. Students in Year 11 and 12 will require documentation such as a medical report or evidence of verified disability. **Year 11 and 12 students should note that extensions will not be granted for External Assessment.**

Completed extension application forms need to be submitted 3 days before the due date (unless absent on the due date – then they should be returned the next school day). In the case of extended absence due to illness up to and including the due date – the student must produce a note (Year 7 – 10) or a medical certificate (Year 11 - 12). This must be attached to the form.

Collect Extension Form from Office and complete → Parents to sign form → Return to classroom teacher 3 days prior to the due date → Curriculum leader (for Years 7-10) or Deputy Principal Teaching & Learning (for Year 11 - 12) → grants

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

In instances where evidence of above has been identified, the following will take place:

- Parents/guardians will be contacted by the classroom teacher
- The Curriculum Leader will be informed by the classroom teacher
- Only the portion of work that is the student's own will be drafted or used to award a level of achievement
- In the event that a student is caught cheating in an exam, the supervising teacher will collect the exam. The student will be given a new exam and asked to complete that exam in the time remaining for the purpose of a grade.

In any instance of plagiarism / cheating / copying another students work (including sharing documents with other students/ misuse of software that undermines the authenticity, or is a false representation, of the student's own work, will result in the student being issued a one (1) hour after school detention for explicit teaching around academic integrity.

10. Assessment completed on computers

Students are responsible for making backup copies of assessment produced on home or school computer systems. Students should save their work regularly in addition to making and retaining backup copies of assessment. If a student has lost their work and it is clear they have completed the assignment (as evidenced in the drafting process), a parent /guardian should send a note to school and a new due date can be negotiated with the classroom teacher.

11. Pathways of support & communication lines

Classroom Teacher → Curriculum and/or Pastoral Leader → Deputy Principal Teaching & Learning

The classroom teacher is the first point of contact for students and parents in regards to issues surrounding assessment. If after multiple attempts to support a student in their learning, the classroom teacher is not able to achieve progress, they may seek the support and guidance of their relevant Curriculum Leader in managing the issue. If the Curriculum Leader needs support in managing a particular situation, they can seek guidance from the Deputy Principal (Teaching & Learning) or a member of the Senior Leadership Team.



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12. Roles and Responsibilities

The College will:

- Publish the Formal Assessment Calendars by the end of Week 2 each Term. These will be published on the College's Website, and the Student Intranet Sites
- Assessment Calendars will be emailed to all students, parents and staff once published
- Ensure that the number of assessment items due on each day does not cause undue stress on the students and teachers
- Publish Senior Exam Block Timetables in a timely manner to allow students to schedule study and other commitments
- Notify parents and students, in writing, of any changes to due dates for assessment items as published in the Assessment Calendar
- Explicitly teach Academic Integrity including the misuse of Artificial Intelligence Software
- Follow the guidance and directions of our governing body, the Queensland Curriculum and Assessment Authority (QCAA)

Teachers will:

- Allow sufficient time for assessment items to be completed to a high standard
- Provide a task sheet for all assessment tasks which outlines the topic, task description & requirements, date of issue, draft due date, final due date & marking criteria sheet
- Cater for, and provide appropriate adjustments to assessment tasks as required to meet student needs
- Ensure that students have access to adequate resources
- Monitor in-class assessment work and use check points during assessments as a means of authenticating student work
- Cross-mark final assessments with other staff within the department
- Ensure results are approved by relevant curriculum leader
- Return marked assessment with written feedback to students within 3 weeks after the due date for viewing, before the assessments are collected and stored
- Provide regular feedback in a timely manner to allow students to implement that feedback
- Contact parents of students at risk of not completing an assessment task prior to the due date
- Follow the assessment policy procedures for students who have not submitted or completed assessment as per the Assessment Policy outlined above

Students will:

- Use the Assessment Calendars each term to identify due dates and plan accordingly
- Complete and submit assessment tasks on time and to a high standard
- Submit drafts of work as required and use time management strategies to meet deadlines
- Communicate with their teacher and seek an extension if difficulties arise using the "Application for Extension Form"
- Submit their assessment tasks to their classroom teachers by the due date
- Ensure that the assessment task is their own work
- Make every effort (email teacher, send assessment with a sibling etc.) to submit the task by the due date. If a student is absent on the due date and the assessment is not submitted, provide a note from home (Year 7-10) or a medical certificate (Year 11-12) for day of absence
- Contact classroom teacher as soon as possible if absent from a timetabled exam to reschedule and complete
- Year 11 & 12 students must provide a full and detailed medical certificate and contact the Deputy Principal Teaching & Learning if absent for any assessment
- Not use Generative Artificial Intelligence for any summative assessment
- Acknowledge the source of all information and ideas that are not their own



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Parents can help by:

- Ensuring students attend school every day
- Checking the Assessment Calendars and providing support to their children in completing assessment tasks on time
- Maintaining open communication with the classroom teachers
- Discussing the ethical implications of plagiarism or a lack of referencing, fabrication or impersonation of another's work
- Supporting the College in the implementation of assessment policy procedures.