

School Assessment Policy – Senior School Summary for Parents/Carers/Students

Emmaus College, Park Avenue

Emmaus College is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards summative assessment completion for the Queensland Certificate of Education (QCE). The Senior School Assessment Policy applies to all students in Years 10, 11 and 12.

	Policy and procedures
Summary	<p>Student responsibility</p> <ul style="list-style-type: none"> engage in the learning for the subject produce evidence of achievement that is authenticated as their own work submit responses (including checkpoints and drafts) to scheduled assessment on or before the due date attend all exams. <p>The Senior School Assessment Policy applies to students in Years 10, 11 and 12.</p> <p>There must be evidence of a response to each piece of assessment for a student to achieve a subject result for a term, semester or unit of study. In Year 10, 11 and 12 this evidence is used to report subject results. In Year 11 and 12, each unit of study contributes 1 point to a student's QCE. In Year 11 and 12, students may also be eligible for an ATAR.</p>
Due dates	<p>Due dates for final responses will be published in the assessment schedule via the Emmaus College App and Student Notices by the end of Week 3 each term. Assessment task sheets will identify due dates for checkpoints and drafts.</p> <p>Student responsibility</p> <ul style="list-style-type: none"> recording and adhering to due dates planning and managing time to meet the due dates submitting work on or before the due date informing the classroom teachers, Heads of Faculty and Head of Academic Performance as soon as possible if there are concerns about assessment load and meeting due dates. <p>Students are required to complete all course and assessment requirements on or before the due date for their results to be rated for reporting and contribute credit to the QCE. Note that work cannot be submitted after the due date and only work completed prior to the due date will be used to make a judgement.</p> <p>Submissions are due by 11:59pm on the published due date via Turnitin.</p>

	<p>In cases where students are unable to submit assessment on or before the due date, it is the responsibility of the student to:</p> <ul style="list-style-type: none"> • inform the classroom teacher, Head of Academic Performance and Head of Faculty as soon as possible • apply for an extension • provide the school with relevant documentation, e.g. medical certificate for Years 10, 11 & 12 • adhere to alternative arrangements for submission of assessment, if applicable, as decided by the school.
<p>Checkpoints</p>	<p>Checkpoints will:</p> <ul style="list-style-type: none"> • be detailed on student task sheets • monitor student progress (but will not be drafted) • be used to establish student authorship. <p>Students will work on assessment during designated times and at home and show evidence of progress at scheduled checkpoints and drafts. Teachers will use these checkpoints to identify and support students to complete their assessment. Checkpoints may be required to be submitted via <i>Turnitin</i>.</p>
<p>Drafting</p>	<p>Drafting is a key checkpoint. Drafts may be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons. Drafts are required to be submitted via <i>Turnitin</i>.</p> <p>Possible feedback strategies might include:</p> <ul style="list-style-type: none"> • written feedback • verbal feedback • feedback provided through questioning • a summary of feedback and advice to the whole class. <p>Feedback on a draft must not:</p> <ul style="list-style-type: none"> • compromise the authenticity of a student response • introduce new ideas, language or research to improve the quality and integrity of the student work • edit or correct spelling, grammar, punctuation and calculations • allocate a mark. <p>Feedback is provided on a maximum of one draft per piece of assessment and is provided within one week of submission of a draft.</p>
<p>Response length</p>	<p>Syllabuses and curriculum documents describe assessment techniques and conditions for each assessment technique. Assessment instruments match requirements by indicating the required length of a response as either:</p> <ul style="list-style-type: none"> • a range, e.g. word length (1000–1200 words), page count (9–11 pages), duration (5–8 minutes) • a maximum, e.g. word length (up to 1000 words), page count (up to 10 pages). <p>Assignments: If the student’s response exceeds the word count required by the syllabus, the school will allow a student to redact their response before a judgement is made on the student work.</p> <p>Exams: Exams cannot be redacted. Only up to the word count can be marked.</p>

	Spoken/performance/multimodal presentations: Only up to the time limit can be marked.
Authenticating student responses	Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work. All assessment is to be submitted via <i>Turnitin</i> .
Managing non-submission of assessment by the due date	<p>When a student does not submit a response to an assessment instrument on or before the due date set by the school, a result should be awarded using any evidence from the preparation of the response that is available on or before the due date, e.g. checkpoints and drafts.</p> <p>Family holidays, TAFE, and unexplained absences are not eligible reasons to miss a due date for assessment (including exams).</p> <p>In circumstances where students do not submit a final response to an assessment and where there is no evidence of student work on or before the due date, 'not rated' (NR) must be entered on the profile and report. It is the responsibility of the student to provide a response to an assessment.</p> <p>In circumstances where a student response is judged as "not rated" (NR), the student will not meet the requirements for that subject and will receive a grade of "not rated" (NR) on their report and loss of credit towards their QCE.</p>
Illness and Misadventure	<p>If a student is ill, becomes ill during the assessment, or is unable to attend or complete an assessment due to illness, the student and their parents/carers must inform the classroom teacher and Head of Academic Performance as soon as possible. This may be before, during or immediately after the assessment session or due date. Students in Year 10, 11 or 12 who are unable to complete assessment due to illness must provide a medical certificate or other relevant documentation to the school.</p> <p>If a student is unable to complete or hand in assessment in the case of misadventure (an unforeseen event), the student and their parent/carer must inform the classroom teacher and the Head of Academic Performance as soon as possible. This may be before, during or immediately after the assessment session or due date. Note that the situation cannot be of the student/family choosing eg. Family holiday, travel, TAFE, etc. and that missing an assessment or examination due to misreading an exam timetable or 'forgetting' an exam are also not be claims for misadventure. Students in Year 10, 11 or 12 who are unable to complete assessment due to misadventure must provide relevant documentation or discuss the situation with the school.</p>
Exams	<p>A medical certificate is required if a student in Year 10, 11 or 12 misses an exam due to illness or misadventure. The school follows the required processes if a comparable assessment instrument is used for formative assessment for Year 10 or 11 or summative internal assessment in Units 3 or 4.</p> <p>Family holidays, TAFE, and unexplained absences are not eligible reasons to miss an exam and comparative exams will not be offered in these instances. The student may receive a grade of 'not rated' (NR) for their report and where applicable lose credit towards their QCE.</p>

<p>Late arrival to an examination</p>	<p>Students who arrive while the exam is still during working time will be admitted to the exam and accommodated in a separate room where possible. They may not receive planning/perusal time. If they arrive after the exam has concluded, they may need to follow the procedure for illness and misadventure (eg. Medical certificate). If circumstances for illness or misadventure do not apply, the student may be ‘not rated’ (NR) for this assessment.</p>
<p>Managing School-approved absences</p>	<p>Students may engage in a range of learning experiences or activities that exist outside traditional school-based activities. These activities may involve prolonged absences from school, do not meet the requirements for AARA or illness and misadventure applications and may coincide with scheduled assessment periods. Where appropriate, the school may approve student engagement in these experiences. If approved, the school will:</p> <ul style="list-style-type: none"> • support student access to teaching and learning that will allow students to successfully meet assessment requirements • maintain equitable assessment processes • meet QCAA quality assurance timelines. <p>As soon as a student knows they may be absent from school, it is their responsibility to fill in an extended leave form and discuss their absence with the Head of Academic Performance, in order to determine if their absence will affect any assessment.</p> <p>The school will follow QCAA-approved processes to maintain equitable assessment processes for the student if an absence is approved.</p> <ul style="list-style-type: none"> • A comparable examination may be offered • Assessment may need to be handed in on or before the due date (note that an extension is not necessarily granted in all cases). <p>Situations that are of the student’s or parent/carer’s own choosing (e.g. family holidays, TAFE) are not eligible for consideration. All approvals are at the discretion of the Assistant Principal – Curriculum as delegate for the Principal.</p>
<p>Plagiarism</p>	<p>Plagiarism includes self-plagiarism, using another student’s work, failing to reference sources, or allowing a tutor or another person to complete or contribute significantly to the response or the use of generative AI.</p> <p>Depending on the level of plagiarism, students may receive “not rated” NR for the subject, or their draft may get marked instead, or the plagiarised sections are removed and the rest of the assignment will be marked.</p>
<p>Academic Misconduct</p>	<p>Academic misconduct can include (and is not limited to) cheating while under supervised conditions, collusion, contract cheating, copying work, disclosing, fabricating, impersonation, misconduct during a supervised assessment, plagiarism, self-plagiarism, significant contribution of help. It includes the inappropriate use of generative artificial intelligence (AI).</p> <p><u>Assignments</u></p> <p>Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student’s own work and that was gathered in the conditions specified by the syllabus, on or before the due date.</p>

Exams

Students will be awarded “not rated” (NR). Where appropriate, the school’s behaviour management policy may be implemented, and students may receive a grade of ‘not rated’ (NR) on their report card and may not receive credit towards their QCE.