Drafting and Assessment Policy

**Rationale:**
The Queensland Studies Authority (QSA) has mandated that all student work in Queensland Secondary Schools be graded by matching evidence gathered in assessment tasks with a set of Descriptors and Standards associated with these descriptors.

All of your works is to be moderated internally as well as externally to ensure that all Queensland Secondary teachers are grading all student work consistently in every Queensland School.

The Sarina State High School’s Drafting and Assessment Policy states:

“All assessments will be submitted by the due date. Failure to do so will require the class teacher to grade student work based on evidence supplied up until the due date. Application for extensions must only be sought in the case of emergency and approval of these extensions is at the discretion of the school. Students will maintain ownership of all work submitted and plagiarised work cannot and will not be graded. All student work will be moderated at the internal and external level to ensure equity and fairness of grading.”

**Definitions**

**Due Dates:**
All assessment tasks will be given a Due Date. That is the date the assessment must be received by the teacher. If a completed assessment is not received, your work will be graded according to the evidence you have provided, matched to the respective syllabus mandated exit criteria. No work will be accepted after the due date. The evidence a teacher may use in grading your work includes but is not limited to:

» Book work from class
» Drafts
» Observational checklists

**Drafting:**
All students are expected to draft their work. This is in order for you to demonstrate progress towards a passing grade. In most instances drafts will be reviewed by your teacher and returned to you to assist with improving your understanding. Drafting may also be used to establish ownership of work, thus avoiding plagiarism. A draft may also provide valuable evidence for progress towards meeting syllabus standards and in some instances provide support for extension requests.
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Definitions CONTINUED

Extension Requests:
Any extension request for any assessment must be received within 48 hours (2 working days) of the due date. All extension requests are to be accompanied by relevant paperwork (Medical Certificate, notes from your parents etc.) and presented to your class teacher and relevant Head of Department for consideration. Copies of this correspondence will be attached to your final assessment submission. Failure to follow this process will void any application for extension. You must use the Application for Extension (Red form) and these are only available from the relevant Head of Department.

Absence:
If you are on the due date of the assessment task, your parent/guardian must contact the school via phone (4943 8111) or email the class teacher prior to class. For all written and oral assessments, you must make arrangements for your class teacher to receive this task on the due date.

If you are absent from a written, oral or practical assessment on the due date, you will be asked to provide a medical certificate and a letter from home to explain this absence. You will then be required to sit the assessment on a date set by your class teacher/Head of Department.

Plagiarism:
Plagiarism is the use of someone else’s work without acknowledge of the source through referencing (see School Diary for referencing techniques). You are not allowed to “cut and paste” any work from the internet or other source. All of your work will be checked for plagiarism and any work that is plagiarised cannot and will not be graded. Correct use of the drafting process helps prevent plagiarism.

Moderation:
All of your work is graded by your class teacher and then at both the school and district level. This work is compared to the syllabus descriptors (What you can do) and standards (How well you can do it) as well as to other work that is deemed of a similar standard. This is to ensure that your work is marked fairly and accurately.
Definitions CONTINUED

Electronic Media:

Most of your work is completed electronically. In order to reduce requests for an extension through loss of electronic media all students are expected to:

» Save your work on hard drives as well as onto a USB Thumb Drive. (This is on your stationery list.)
» Email draft work to teachers every time you draft.
» Each time you work on a draft it is to be emailed to yourself. This can later be downloaded if you experience technological problems.
» Ensure home printers have ink or utilise the school’s printers before class or during lunch times.
» Failure to submit due to problems with electronic media will be treated as failure to submit on the due date.

Failure to Comply With The Drafting And Assessment Policy

If you do not submit an assessment on the due date and have not previously been granted an extension from the Head of Department, you will be placed onto Assignment Hold immediately and given 20 minutes during lunch in which to provide evidence of your understanding of the task. Your class teacher will then use this and other evidence to grade your work according to the syllabus descriptors and standards.

Special Provisions Statement

At Sarina State High School all students have the right to gain an education that meets their needs and prepares them for active participation in the global society. Through various circumstances or at various times, students may require special provisions or adjustments to be made for them to access the curriculum and complete assessment.

In such circumstances the Queensland Studies Authority has stated, “Special provisions means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances.”
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Special Provisions Statement CONTINUED

Guiding Principles for Special Provisions:

» A positive act of making reasonable adjustment to assessment requirements and conditions to ensure that assessment is equitable for all students.
» All students, including those with specific education needs, should have opportunities to demonstrate their current knowledge and skills.
» Must identify and minimise barriers that prevent students from demonstrating their current knowledge and skills.
» Reasonable adjustments must be planned and negotiated as early as possible so that students are provided with the appropriate support required for them to participate in the course.
» It is important to note that while adjustments may be made to the conditions of assessment, the criteria and standards are not modified.

Some Examples of Special Provisions:

» A student with a broken arm may have a scribe if it is their writing hand.
» A student with poor reading skills may have a reader where reading is not the skill being assessed.
» A student with an intellectual impairment may have increased time to complete the assessment.

Exemption

A Student can request an exemption from a piece of assessment given sufficient evidence to make a judgement of that student’s Level of Achievement. For example, an exemption may be granted for a student who missed an assessment piece due to illness.

How to Access Special Provisions

Any student or their parent/care-giver or teacher on behalf of the student, may apply for special provisions to be made by contacting the Head of Department of the student’s subject. The Head of Department will then in consultation with the class teacher determine what special provisions/adjustments/exemptions are appropriate, if any. The Head of Department will discuss the special provisions/adjustments/exemptions being made with the student and parent/care-giver and then annotate the student’s folio/profile to indicate the special provisions being given.