



## Caloundra City School Senior School Assessment Policy

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### **What is Assessment?**

In most subjects, independent and group assignments, extended tasks and exams form an important part of the teaching-learning process. Assignments may take the form of Written Reports, Feature Articles, Brochures, Posters, Analytical Essays, Orals or Performances, Reports, Essays, Multi-Media or Web-based tasks, Extended Experimental Investigations etc.

### **Presentation:**

Guidelines for the presentation of written assignments will be distributed by teachers within each of the subject areas.

### **Ownership:**

It is expected that all work claimed as your own is your own. Using the work of others and claiming it as your own (Plagiarism) is a form of theft that is treated very seriously at Caloundra City School. If plagiarism is suspected, you will be interviewed by the subject teacher and the Head of the Senior School. Only the work that is your own will be marked for assessment. You will be expected, however, to re-submit the task, as part of the requirements of the course.

### **Submission of Written Assessment:**

#### **i) How do I submit on the due date?**

Assignments are to be presented personally to the teacher concerned, in class on the due date.

#### **ii) What do I do if I am absent on the due date?**

If you are absent on the day on which an assignment is due, the assignment must be delivered, faxed or emailed to your teacher. Absence on a due date is not an excuse for late submission.

#### **iii) How do I apply for a variation to the assessment date?**

If you are unable to complete an assignment by the due date due to medical, family or personal reasons, you must apply for a variation to the assessment date through the Head of the Senior School before the due date.

This process is required because staff want to support you in your learning and task management. Keeping teachers informed about your progress and difficulties is an important skill in itself.

You must complete the "Application for Variation to Assessment" form and attach a note from your parents that includes the reasons for the request. (Students in Year 11 will require a Doctor's Certificate with the application form.)

### **What are the penalties for Assessment submitted after the due date?**

Submission without an approved extension brings consequences. Students who fail to submit assessment on the due date will be required to complete the set task under supervised conditions. Staff will indicate in their marks records and on the student profile that the assessment was submitted late. Students will be referred to the Head of Senior School and parents will be notified of the non-submission of assessment.

### **Absence from Exams/In Class Assessment**

#### **i) What do I do if I am absent on the due date?**

If you are absent on the day on which an exam or oral assessment is scheduled, your parent/guardian should contact the receptionist at the school and indicate the reason for the absence. For students in Year 11, a medical certificate should be obtained and submitted to the Head of Senior School upon your return to school.

#### **ii) How do I complete the Exam/In Class Assessment?**

Your subject teacher will make arrangements with you, upon your return to school, to complete the assessment.

### **Do I have to complete all assignments?**

Yes, you are required to complete all assessment for all subjects.



**Caloundra City School**  
**Senior School**  
**Application for Variation to Assessment Date**

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*Please note that applications for variation to assessment date should be submitted at least 24 hours prior to the due date. Students should note that laptop or technology problems are not acceptable excuses for variation to dates. Students are required to regularly back up their work and print drafts. This application should be accompanied by a letter from parent/guardian. (Where applicable, students in Year 11 will require a medical certificate with the application.)*

**A. To be completed before the due date by the student:**

<b>Student Name:</b>	
<b>Year Level:</b>	
<b>Subject:</b>	
<b>Teacher:</b>	
<b>Assessment Task:</b>	
<b>Due Date:</b>	
<b>Variation Request:</b>	
<b>Reason:</b>	
<b>Letter Attached:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Student's Signature:</b>	
<b>Date of Application:</b>	

**B. Present this to your subject teacher for comments and signature:**

<b>Teacher's Comment:</b>	
<b>Recommendation:</b>	<b>Variation Recommended</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Teacher's Signature:</b>	

**C. Present this to Mr Cartmel for consideration of assessment variation:**

<b>Head of Senior School:</b>	
<b>Approval:</b>	<b>Variation Approved</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Revised Due Date:</b>	
<b>Head of Senior School's Signature:</b>	

- Copies to:**
- Student (To be submitted with the task)
  - Teacher
  - Head of Senior School