



Dalby State High School

Junior Secondary Assessment Policy

Dalby State High School Junior Secondary Assessment Policy Purpose

Dalby State High School (DSHS) strives to enable and empower students to complete and submit any response to an assessment instrument on or before the due date in order. This allows students to meet their course requirements and obtain an academic judgement based on their best efforts. Students at DSHS benefit from a formal program of standards-based assessment, aligned to the requirements of the Australian Curriculum.

The major purposes of an assessment program are to help students achieve the highest standards they can within their own capabilities, provide meaningful reports to parents/carers on students' achievements and refine curriculum delivery and learning opportunities.

The program of assessment at DSHS allows for the purposeful and systematic collection of information about students' achievements.

Submission of assignment draft responses

Drafts are to be submitted as outlined in the requirements for the assessment item / task sheet. Draft responses may be used as evidence if a final copy has not been submitted before or on the due date and an extension has not been approved. Draft responses are an important part of the assessment process.

Providing feedback on the draft response

Teachers provide feedback on **ONE draft only**. They may provide feedback on the draft response in a variety of ways: in writing or orally; to an individual or to the whole class; and/or through questioning.

Providing feedback is a consultative process, not a marking process. Feedback on a draft must not compromise the authenticity of student work. The feedback may vary depending on the nature of the task and may include suggestions such as:

- Consider other aspects of the text, report, performance or activity.
- Develop the response to show more awareness of the intended audience or purpose.
- Rearrange the sequence and/or structure of the response.
- Investigate further to expand the response.
- Synthesise the response by editing or removing excess information.
- Meet the required word or time length by, editing and refining the response, checking for relevance or repetition, etc.
- Written annotations for student reference and evidential purposes

Non-Submission of an assignment draft response

If there is a valid reason for a non-submission, the parent/carer/student must submit an Application for Extension Form to the Faculty HOD, explaining the exceptional circumstance and/or providing a medical

certificate as evidence. If the request for extension is accepted, the student will submit the draft on the alternative due date as per the approved Application for Extension form.

If there is no valid reason the classroom teacher will contact the parent/carer **within 48 hours of draft due date** and records contact in OneSchool, referring to the curriculum HOD. The teacher will collect any evidence of student work to date on the draft due date, or in the next lesson the student is present in class.

Submission of assessment

Assignments are due on the date specified on the assessment task sheet and in accordance with the procedures specified on the task sheet. While assignments are commonly submitted during class time, the final submission is 5 pm on the due date, unless specified otherwise on the task sheet.

Assessment can be submitted in a number of ways:

- through completion of the assessment by the student on the due date (e.g. exams, performance etc.)
- handing in the assessment in person to the relevant teacher or the school office before or on the due date by 5 pm.
- via the Turnitin online portal on QLearn by 5 pm.

Note: Deadlines may vary from subject to subject and as such, it is imperative that students carefully check the requirements on the task sheet and adhere to its requirements. While assignments are commonly submitted during class time, the final submission is 5 pm on the due date, unless specified otherwise on the task sheet. If there is no evidence that the assignment has been submitted, or the assignment is submitted late, it will be managed as a non-submission.

For Year 10 students, non-submission of a draft will result in the removal of FLOW privileges. Students who don't submit a draft will be required to attend on site FLOW lessons to catch up on assessment. For further information on the removal of FLOW privileges please see page 10.

Students absent on the assessment task due date

When a student is absent from school on the assignment due date, even for school-related reasons (e.g. an excursion), the assignment is still to be submitted to the class teacher or the school office on or before the due date. If the student chooses to submit the assignment electronically, it must be submitted by 5 pm on the due date, unless an alternative time is specified on the task sheet.

Extension

An extension to complete assessment **must be sought before the due date**. An extension is applied for through the Head of Department, Guidance Officer, Deputy Principal or Principal using an Application for Extension form.

An extension may be granted in cases where efforts will not allow submitting work on or before the due date. This may include illness, extenuating family circumstances such as bereavement or representative duties in cultural, academic or sporting pursuits.

Suspended students

Students who are suspended have the following options to submit their assessment:

- Submit on QLearn by 5pm on the due date
- Access the Assessment Hub at a time allocated by the Curriculum HOD and Classroom Teacher
- Submit the assessment upon re-entry with a revised timeline allocated by the Classroom Teacher and Curriculum HOD (HOD discretion can be used here based on student circumstances).

Non-submission of assessment

A grade against the curriculum achievement standard can only be awarded where there is evidence. In cases of non-submission of student responses, an 'E' grade cannot be awarded as no evidence has been provided to substantiate a judgment. In cases where students do not submit assessment, judgments may be made using evidence available on or before the due date, including class work or drafts.

Examinations

An examination assesses students' responses that are produced independently, under supervised conditions and in a set timeframe. An examination ensures student authorship. Examinations may include written tasks and oral and multi-modal presentations and practical assessments.

Students will be notified of examinations through the Assessment Calendar at the beginning of each semester. Exams will be completed in class lessons, and students will be notified about these by their subject teachers. Exam blocks are not scheduled for students in Years 7-9.

Examination Attendance Requirements

- Students are required to attend all exams which are applicable to them.
- Students should avoid all appointments or absences that clash with exams.
- Students who arrive late to an exam will not be provided with the time they missed unless there are extenuating circumstances and documentation from the parent/carer is provided.

Student Absence on the day of Examination

If an examination is to be missed due to a special, serious and unavoidable circumstance (e.g. bereavement in the immediate family or illness), the student's parent/carer must make contact with the relevant Head of Year Level, Year Level Co-ordinator or Head of Department before the date or as close to possible to the date of the examination. This is to inform the school of the circumstance and provide supporting documentation and discuss alternative arrangements for students to complete the examination. The assessment task is usually completed on the first day of the student's return to school. If the student will be absent from the date of the exam until the end of term, arrangements should be made with the teacher by the student/parent/carer to sit an exam in advance to ensure student reporting can be completed.

Making Judgements and awarding 'N' Results

Judgments of student achievement is made by matching a body of evidence provided by students' assessment to the standards in the relevant syllabus. In cases where students do not submit assessment by the due date, judgments will be made using evidence available on or before the due date. This evidence may include:

- Draft, submitted on or before the due date
- Evidence of student class work towards the assessment instrument
- Annotated teacher observations and notes

In the case of no evidence being present on or before the due date on which an accurate, evidence-based judgement can be made, a student may be awarded a 'N' result, or 'Not Rated'.

An 'N' result is awarded only in exceptional circumstances and is decided upon through consultation between the classroom teacher and the relevant curriculum Head of Department and/or the relevant Deputy Principal. The Head of Department will contact the parent/carer to make them aware of the decision to award an 'N' result.

Special Provision

Special provision means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special Provisions are identified through Individual Curriculum Plans or may be applied for through consultation with the Principal, Deputy Principal, Head of Department PLD or Guidance Officer. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school will consider what adjustments to assessment conditions are reasonable in the circumstances.

Plagiarism

All completed assessment must be the student's own work. Academic misconduct includes cheating, unauthorised copying or plagiarism will be referred directly to the relevant curriculum Head of Department. The Head of Department will use the QCAA Strategies for Ensuring Authenticity Prep – Year 10 processes in an attempt to determine authorship. The Head of Department will discuss this issue with the student/s involved, teacher/s and parents. Students found to be plagiarising any assessment will have "their" component of the assessment (if any) assessed against the criteria and a grade recorded.

If insufficient evidence can be gathered that is authenticated as the student's own work, then the student will receive a No Result (NR) for that task. If the syllabus allows for the opportunity to re-submit tasks, a student maybe given the opportunity to re-submit the task or complete a comparable task. This decision will be made in consultation with the relevant curriculum Head of Department and/or the relevant Deputy Principal. The Head of Department will contact the parent/carer to make them aware of the decision.

Use of generative Artificial Intelligence tools in assessments

AI support in assessment **can only be used if permitted by the assessment conditions**. The use of AI must **only be for support in non-assessable criterion of the assessment**.

If AI is used students must follow academic integrity procedures and declare the use of AI by:

- providing a written acknowledgment of the use of generative artificial intelligence
- specifying which technology was used
- including explicit descriptions of how the information was generated
- identifying the prompts used o explaining how the output was used in your work.

A suggested format:

- I acknowledge the use of [insert AI system(s) and link] to [specific use of generative artificial intelligence].
- The prompts used include [list of prompts].
- The output from these prompts was used to [explain use].

An example:

I acknowledge the use of [1] ChatGPT (<https://chat.openai.com/>) to [2] refine the academic language and accuracy of my own work.

On 4 January 2025 I submitted my entire essay with the instruction to [3]“Improve the academic tone and accuracy of language, including grammatical structures, punctuation and vocabulary”. The output was then [4] modified further to better represent my own tone and style of writing.

Cases where prompts provided do not generate a response similar to the submitted response or where prompts provided do not illustrate assessable student knowledge, will be treated as academic misconduct.

Any unacknowledged use of AI in an assessment will be treated as academic misconduct. Dalby State High School acknowledges Ferny Grove State High School, Hervey Bay State High School and Monash University for the AI processes above: OpenAI. (2023). ChatGPT (Jan 9 version) [Large language model]



THIS FORM MUST BE COMPLETED AND HANDED TO THE RELEVANT FACULTY HEAD OF DEPARTMENT BEFORE THE DUE DATE

SECTION A - STUDENT AND PARENT/CARER TO COMPLETE

Student Name:		CARE Class:	
Teacher:		Subject/Class Code:	
Assessment task:		Current Due Date:	
Draft or Final:		Requested Due Date:	
Reason for Extension Request: <i>Please provide supporting evidence e.g. medical certificate, note from parent/carer</i>			
Parent/Carer Signature		Date:	

SECTION B – TEACHER TO COMPLETE

Teacher Comments: <i>An extension will not be granted if this section is not filled in.</i>	☐ Draft submitted ☐ On Track in class ☐ Support extension request		
Teacher Signature:		Date:	

SECTION C – FACULTY HEAD OF DEPARTMENT TO COMPLETE

Application Approved:		If Yes – New Due Date:	
Comment (Optional)			
HoD Signature:		Date:	

NOTE

- It is the student's responsibility to complete and submit this form prior to the due date, along with evidence of work completed to date.
- This form can be obtained from the school website or via the school office.
- Completion of this form does not constitute a guaranteed extension approval.
- A separate form must be completed for each assessment item.

Sample Text for Email Notification
Late or Non-Submission of Assessment, Years 7-10

Dear <insert parent/carers name>

This email is to inform you that <Insert student name> has not submitted the following assessment item.

Subject / Assessment Item: <Insert subject / assignment topic>

By the due date: <Insert due date>

This assessment item is a compulsory part of the assessment program for <Insert subject> and contributes to the overall level of achievement in this subject.

We request that your student submit the work they have completed on the task as soon as possible.

We seek your help in assisting your student to maximise the remaining chances of success in this subject by punctual completion of future assessment.

Regards,

<Insert name>
Class Teacher

Sample Text for Email Notification
Late or Non-Submission of Draft, Years 7-10

Dear <insert parent/carers name>

This email is to inform you that <Insert student name> has not submitted their draft for their assessment item.

Subject / Assessment Item: <Insert subject / assignment topic>

By the draft due date: <Insert due date>

Drafting is a key checkpoint. Drafts provide opportunity for students to receive targeted feedback from teachers to support their success in the assessment task. Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons. A student draft can also be used to authenticate student work against concerns of academic misconduct.

We request that your student submit the work they have completed to this point, as soon as possible.

We seek your help in assisting your student to maximise the remaining chances of success in this subject by punctual completion of future assessment/drafts.

Regards,

<Insert name>
Class Teacher

Sample Text for Email Notification

Notice of Failure to Sit Supervised Examination, Years 7-10

Dear <insert parent/carers name>

This e-mail is to inform you that <insert student name> did not sit an examination for <insert subject> on <Insert date>.

All assessment items must be completed to maximise their success in their subjects. Failure to do so will seriously disadvantage your student's final result.

As stated in the Dalby State High School Junior Secondary Assessment Policy, if a student is absent on the day of an exam, a medical certificate must be presented and/or parental contact with the school on the day should be made.

Please advise your student to see me upon their return to school to negotiate a time to sit this exam. Results will be determined in accordance with our assessment policy.

Regards,

<Insert name>

Class Teacher

Removal of Year 10 FLOW Privileges Process

- **Step 1 – Classroom Teacher Contact for failure to submit assessment draft or final submission:**
 - Contact parent/caregiver of non-submission *no later than* 3:30pm the following day after the scheduled due date.
 - When contacting parents, include FLOW conditions statement: ***The conditions of FLOW (Flexible Learning on Wednesdays), involve Year 10 students who have failed to submit assessment (including both drafts and final copies) by the mandatory due date/s are required to remain at school for Session 4 on Wednesday to complete the work assigned. Parents/caregivers will be contacted by 10 HOY to confirm date for when the loss of FLOW privileges commences.***
 - Record **on** OneSchool as a **MAJOR** behaviour **refer to 10 HOY** what was not submitted (draft/final)
 - 10 HOY will not take further action until CRT has completed this step as outlined
- **Step 2 – Notify 10 HOY:**
 - CRT emails student names to 10 HOY by 3.30pm of the day following the scheduled submission date
 - CC: Curriculum HOD / YLC / DP.
- **Step 3 – Updates:**
 - CRT emails update to 10 HOY if student submits work after parent contact has been made.
 - CC: Curriculum HOD / YLC / DP.
- **Step 4 – HOD Check and Action:**
 - 10 HOY checks FLOW list that is saved on SharePoint (from relevant officer - TBD).
 - Determines which students have submitted FLOW paperwork to exit after Session 3 on Wednesdays and which students remain at school.
- 10 HOY to email names of students who are to lose FLOW Privileges to Attendance Officer / YLC / DP for further actioning
 - Note: action only valid if teachers followed correct process and list submitted.
- **Step 5 – HOY Removes FLOW Privileges:**
 - Year 10 Head of Year contact home to confirm removal of FLOW Privileges for Wednesday of that week and the following week.
- **Step 6 – Supervision Check:**
 - Year 10 DP / HOY / YLC liaises with DP on Supervisions for that week if extra supervision is needed by 3.30pm Tuesday.

Dalby State High School – Junior Assessment Policy Flow Chart

