



YEPPOON STATE HIGH SCHOOL

17 July 2025

Dear Parent/Caregiver

Year 12 Exam Block

The Term 3 Internal Examination Session is scheduled to occur on Wednesday 6 August and Tuesday 12 August for Year 12 students. Students without any exams scheduled will continue to attend their normal scheduled classes for their timetabled subjects.

There is one exam session per schedule date that operate during AM lessons. Students will first attend their regular care class before attending their scheduled exam location. Students who have scheduled assessment attend these exam sessions, and not their normal timetabled classes. When students finish their exam, they are to return to their timetabled lesson. As these exam sessions are only short blocks, students are to remain at school and will not be allowed home.

Illness and Misadventure

If a student is unable to attend a scheduled exam, they or their parent/guardian must notify the school's Administration office on the morning of the exam. If the absence is due to illness, injury or other medical conditions pertaining to the student, an [AARA application](#) short term must be completed and accompanied by a medical certificate. This should be submitted to the Head of Senior School rtitm0@eq.edu.au on or before the students return to school. The school is governed by the [QCAA policy for missed assessment](#), and are bound to comply with only acceptable reasons for missed assessment.

The [QCAA approved medical template](#) located on our website, can be used by medical practitioners to provide sufficient information to meet the QCAA requirements.

Students are not eligible to apply for an AARA on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g., misreading an examination timetable, misreading instructions in examinations)
- matters of the student's or parent's/carer's own choosing (e.g., family holidays)
- matters that the school could have avoided (e.g., incorrect enrolment in a subject).

Students have access to their exam schedule which is now live on their OneSchool account and published on the Yeppoon SHS website and Facebook.

We wish your child every success in their upcoming assessments.

Yours sincerely

Ms. Dani Pozzetti
Deputy Principal Senior Schooling
QCAA Moderator

Ms. Rhianna Titmarsh
Head of Senior Schooling
Senior Exam Invigilator

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YEPPOON STATE HIGH SCHOOL

LATE SUBMISSION AND NON-SUBMISSION OF STUDENT ASSESSMENT

INTRODUCTION

This policy relates to late submission and non-submission of student assessments, such as examinations, multimodal presentations and assignments. Under the Queensland Curriculum and Assessment Authority policy, schools must ensure the integrity of the levels of achievement reported for senior certification, with students required to complete all mandatory items stated in the senior syllabus. Students who don't fulfil all mandatory elements cannot be awarded an achievement level for the semester, for which the assessments are not submitted.

SPECIAL PROVISIONS

It does not apply to situations where students' reasons for late submission or non-submission relate to specific educational needs. In such cases, the school refers to the QCAA's Policy on Special Provisions for School based Assessments. The Special Provisions policy also is taken into consideration when student assessment is affected by illness or bereavement.

LATE SUBMISSION OF STUDENT RESPONSES TO AN ASSESSMENT ITEM

When a student fails to submit an assessment by the due date then the school will make judgements using evidence available on or before the due date. This places responsibility on the student to ensure that coursework expectations are carried out to the best of their ability leading up to the assessment date. Students should ensure that any drafts set for preliminary submission are indeed handed in, as these could be the main or only evidence used in determining their achievement level for that particular item and this cannot be emphasised enough.

"Yeppoon State High School cannot accept late submission unless there is special provision granted. Special provision, in all but rare circumstances must be arranged on or before the due date, but as soon as possible when difficulty is foreseen". Special provision documentation is located at <https://yeppoonshs.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx>

NON-SUBMISSION OF STUDENT RESPONSES TO AN ASSESSMENT ITEM

Students' failure to hand in assessment items such as assignments, failure to present an oral or sit an advertised examination, will have very serious implications. Yeppoon State High School cannot allow the student to sit an examination after the set date unless special provision has been granted. The best evidence available will be gathered from the period prior to the examination and used to determine a level of achievement. With examinations, this is particularly difficult, so there is an increased importance for students to sit designated examinations. In certain situations, special provision may be granted, but the reasons need to be communicated with the school on or before the designated due date for the assessment. Again, it is of high importance that documentation (e.g. medical certificates) and communication be provided to the school as early as possible, outlining the extenuating situation.

In the situation where a student has not submitted an assessment item, then this result is marked as not submitted (NS). The student's overall achievement level is then determined by looking at all the work that has been submitted and comparing this body of work with the exit criteria requirements. Again, if the student has not produced enough assessment in any of the mandated syllabus criteria, then the student would not receive an overall achievement level for that particular semester (NR). This would then result in the student receiving no credit points for this semester in this subject, or towards their Queensland Certificate of Education or for ATAR calculation.

IN SUMMARY

This policy places a great deal of responsibility on the student and the parent/carer to clearly communicate with the school in regard to assessment that will be affected due to outside circumstances. As well as this, the school also has a responsibility to communicate to parents when students are off track and are in danger of non-submission.

Lastly, there is no late submission under this policy, the student's work leading up to and on the due date is the only work allowed to be used as evidence for that particular item.

SCHOOL CONTACT

Ms. Dani Pozzetti Senior Schooling Deputy Principal and QCAA School Moderator
Ms. Rhianna Titmarsh Head of Senior Schooling - through the office on 49251333.



Request for Access Arrangements and Reasonable Adjustments (AARA) Form – Illness and Misadventure

COPY TO BE FILED WITH RELEVANT ASSESSMENT ITEMS

The following guidelines apply for illness and misadventure:

- The condition or situation must be unforeseen and beyond the student's control. An adverse effect must be demonstrated.
- The condition or situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday.
- Misreading an external assessment timetable is not adequate grounds to submit an application for AARA or illness and misadventure.

Documentation required to accompany AARA Form – Illness and Misadventure:

- Year 7-9 – Contact (letter/phone call/email) from parent/carer
- Year 10 – Medical certificate or statutory declaration
- Year 11-12 Internal Assessment - Medical certificate or statutory declaration
- Year 12 External Assessment – QCAA confidential medical report

STUDENT TO COMPLETE				
Step 1	Name:	Assessment impacted:		
	Date request submitted:	Subject	Teacher	Assessment Task
				Original Due Date
	Dates of AARA requested: / / - / /			
	Documentary evidence attached: Yes / No			
	Student signature:			
Parent signature/contact:				

JS, MS or SS DEAN TO COMPLETE			
Step 2	Application is: Approved / Not Approved	Extension advice to teachers	
	DEAN Signature:	Subject	Adjusted Due Date
	Comments:		
	Year 11/12 only: Unit No. _____		

JS, MS or SS Dean to distribute extension advice to teachers, Library TA and Curriculum HOD. Deans will enter details and attach form in OneSchool under Master Provision. JS/MS/SS Dean will confirm new conditions with student.

PRINCIPAL TO COMPLETE (Year 11/12 for Principal Approved AARAs in Units 1- 4)	
Step 3	Principal signature: