

YEPPOON STATE HIGH SCHOOL

LATE SUBMISSION AND NON-SUBMISSION OF STUDENT ASSESSMENT 2018

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". For special provision to be granted parental or guardian contact with the School Moderator must take place and can be arranged by appointment through the school office on 49251333.

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 maybe 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 (eg 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 (N). 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 OP 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

2018 – Mr Tom Black Senior Schooling Deputy Principal and QCAA School Moderator or **Mr Brian Fisher** Senior Schooling Head of Department.– through the office on 49251333.