LOWOOD STATE HIGH SCHOOL
Assessment Policy – January 2015

This policy applies to all subjects in the junior and senior school

Student Responsibilities
- Submit a draft and the final copy of your assignments by 5pm on the due date
- Present only your work
- Inform the teacher of any difficulties that might be adversely affecting progress in the preparation of assessment work

School Responsibilities
- Provide students and parents with a calendar of assessment dates within the first three weeks of each semester
- Provide a process for special consideration

Submission Dates – draft and final
Draft and final copies must be submitted to the relevant class teacher on the date prescribed on the assessment task sheet & in the assessment calendar by 5pm.

Special Provision Process
An extension or exemption can only be granted in the following situations.
- Illness
- Extenuating personal or family circumstances

Procedures for Applying for Special Provisions -

1. Assessment Special Provision Application Form (Appendix A) is collected from Student Reception.
2. The application form must be accompanied by medical documentation for illness or other relevant documentation.
3. The form must be submitted to Student Reception at least two days before the due date of the assignment work or on their return to school following extended illness.
4. A copy of the completed application form will be retained on the student’s school file.

Academic Dishonesty
If the student misrepresents the works of another as that of their own, they are committing the act of plagiarism. This includes copying the work of another student or from a source on the internet or other written source without properly acknowledging the source.

Examinations
*Absence from examination due to illness or extenuating circumstance*

- Parents should contact the General Office by phone on the day of the exam to explain the situation.
- Student is to complete the test during the next lesson of that subject.
- Student to follow the Special Provisions Process (Appendix A) for a revised exam date.
LOWOOD STATE HIGH SCHOOL
Special Provision Application Form

Submit this form to student reception at least two (2) days before the due date (unless extenuating circumstances).

Student’s Name: ___________________________________________ HMG: _________

Date of application: ____________________________________________

Concern / Issue: _______________________________________________

Suggested level of adjustment:  □ Level 1  □ Level 2  □ Level 3

Expected duration of adjustment:  □ Less than a term  □ Term  □ Semester  □ Year

Documentation provided:  □ YES  □ NO (see Sensitive Case Record)

- □ Medical certificate  □ Uploaded to OneSchool
- □ Parent letter
- □ Other: ____________________________

Student Signature: ____________________________________________

Parent / Carer Signature: ________________________________________

Special provision granted:  YES  □  NO  □

Justification: __________________________________________________

Signature: ___________________________ Date: ________________

DATE:
APPENDIX B: SPECIAL PROVISIONS FLOWCHART

**Student**
- Special Provision Application Form

**Special Provision Application Form**
- OneSchool contact entry
- Level of adjustment

**DP/GO**
- Email teachers and SLT via ID Attend
- Refer to contact

**Teacher**
- Meet with Student
- Detail reasonable adjustments

**HOD**
- Meet with Teacher
- Decide on reasonable adjustments while meeting mandatory aspects of the syllabus

**HOD**
- Document meeting in OneSchool contacts
- Specify adjustments
- Refer contact to DP GO and HOD
- Teacher to file Special Provision Application Form

**Teacher**
- Document meeting in OneSchool contacts
- Specify adjustments
- Refer contact to DP GO and HOD
- Print Special Provision Application Form attached to DP/GO contact
APPENDIX C: SPECIAL PROVISION CONTACT SCRIPTS

DP/GO:
Approved request for Special Provisions.
Issue:
Supporting documentation available: Yes / No (see sensitive case record)
Level of adjustment: Level 1 or 2 or 3
Expected duration of adjustments: Less than one term / One term / Semester / Year
Recommended adjustments:
  - Extension
  - Additional time to complete exam
  - Assessment completed in another location
  - Exemption from assessment (sufficient evidence in profile)
  - Results from Term / Semester deemed atypical

DP/GO Email:
Dear HODs and Teachers,
Special consideration approved. Please refer to student contact.

DP/GO Contact or Sensitive Case Record – Contact entry
Approved special consideration application.
Forwarded notification to HODs and Teachers, by email, through ID Attend.

HOD:
Met with teacher to identify reasonable adjustments to assessment while meeting all mandatory aspects of the syllabus.
Identified recommended adjustments:
  - Extension
  - Additional time to complete exam
  - Assessment completed in another location
  - Exemption from assessment (sufficient evidence in profile)
  - Results from Term / Semester deemed atypical
  - Other:
    - Provided teacher a copy of Special Provisions Form, confirming approval

TEACHER:
Met with student to specify reasonable adjustments to the following assessment:
Assessment title:
Expected due date:
Detail of Adjustments:

Filed Special Provisions Form in student folio.
## ASSESSMENT DRAFT/CHECK DATE

<table>
<thead>
<tr>
<th>Student has made sufficient progress</th>
<th>Student has NOT made sufficient progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teacher</strong></td>
<td><strong>Student delivers unacceptable work OR no work</strong></td>
</tr>
<tr>
<td>• Record MAJOR incident in OneSchool with a referral to HOD &amp; DP for information (within 24 hours)</td>
<td><strong>HOD</strong></td>
</tr>
<tr>
<td>• Make contact home (within 24 hours)</td>
<td>• Take note of non-compliance</td>
</tr>
<tr>
<td><strong>HOD</strong></td>
<td><strong>Deputy</strong></td>
</tr>
<tr>
<td>• Take note of non-compliance</td>
<td>• Take note of non-compliance</td>
</tr>
<tr>
<td>• Record Student in spreadsheet</td>
<td>• Record Student in spreadsheet</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td><strong>Student delivers unacceptable work OR no work</strong></td>
</tr>
<tr>
<td>• Completes assessment expectations for draft/check date met (up to 2 days)</td>
<td><strong>Teacher</strong></td>
</tr>
<tr>
<td><strong>Student delivers acceptable work ✓</strong></td>
<td>• Record MAJOR incident in OneSchool with a referral to HOD &amp; DP for information (after 2 days)</td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
<td><strong>HOD</strong></td>
</tr>
<tr>
<td>• Record MAJOR Incident in OneSchool with referral to DP (day 3 after draft date)</td>
<td>• HOD to contact home and refer contact details on OneSchool to Teacher &amp; DP (day 3 after draft date)</td>
</tr>
<tr>
<td><strong>HOD</strong></td>
<td>• HOD now to work with Teacher to obtain compliance (up to 2 days)</td>
</tr>
<tr>
<td>• Take note of non-compliance</td>
<td><strong>Deputy</strong></td>
</tr>
<tr>
<td><strong>Deputy</strong></td>
<td>• Take note of non-compliance</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>• Continue to lose lunchtimes until assessment expectations for draft/check date met.</td>
</tr>
<tr>
<td><strong>Student delivers acceptable work ✓</strong></td>
<td>• Record MAJOR Incident in OneSchool with referral to DP (day 4 after draft date)</td>
</tr>
</tbody>
</table>

| **HOD**                            | **Deputy** |
| • Record MAJOR Incident in OneSchool with referral to DP | • DP to take a look at personal circumstances |
| (day 4 after draft date)               | • If appropriate after consultation with GO – process Stage 1 Cancellation |
| **Deputy**                         | • DP to call home and record contact on OneSchool and refer contact to HOD and class teacher. |
| • DP to obtain submission of assessment piece. DP to organise with HOD & Class Teacher INCLUDING COMPLIANCE DATE | • DP to organise with HOD & Class Teacher INCLUDING COMPLIANCE DATE |
| **Student**                        | • Continue to lose lunchtimes until assessment expectations for draft/check date met. |

**Parent Meeting with Deputy**

Student delivers acceptable work ✓
**ASSESSMENT ACCOUNTABILITY FLOW CHART**

**ASSESSMENT DUE DATE MISSED**

- Contact made by student to the school and appropriate documentation provided with assessment on next day of school

**NO CONTACT MADE**

Teacher
- Record MAJOR incident in OneSchool with a referral to HOD & DP for information (within 24 hours)
- Make contact home (within 24 hours)

HOD
- Take note of non-compliance

Deputy
- Record Student in spreadsheet

Student
- Completes assessment (up to 5 days)

**Assessment Received/Completed**

- Student delivers unacceptable work OR no work

Teacher
- Record MAJOR Incident in OneSchool with a referral to HOD & DP for information (after 5 days)

HOD
- HOD to contact home and refer contact details on OneSchool to Teacher & DP (day 6 after due date)
- HOD now to work with Teacher to obtain compliance

Deputy
- Take note of non-compliance

Student
- Continue to lose lunchtimes until assessment expectations are met (up to 4 days)

**Student delivers acceptable work ✓**

HOD
- Record MAJOR Incident in OneSchool with referral to DP (day 9 after due date)

Deputy
- DP to take a look at personal circumstances
- If appropriate after consultation with GO – process Stage 1 Cancellation
- DP to call home and record contact on OneSchool and refer contact to HOD and class teacher.
- DP to obtain submission of assessment piece. DP to organise with HOD & Class Teacher INCLUDING COMPLIANCE DATE

Student
- Continue to lose lunchtimes until assessment expectations are met

**Student delivers unacceptable work OR no work**

Parent Meeting with Deputy
ASSESSMENT ACCOUNTABILITY FLOW CHART

**ASSESSMENT EFFORT**

Student delivers an acceptable effort

Student has NOT made a sufficient effort

**Teacher**
- Record MAJOR incident in OneSchool with a referral to HOD & DP for information (within 24 hours)
- Make contact home (within 24 hours)

**HOD**
- Take note of non-compliance

**Deputy**
- Take note of non-compliance
- Record Student in spreadsheet

**Student**
- Completes assessment expectations for effort during lunchtimes (up to 5 days)

Student delivers an acceptable effort

Student has NOT made a sufficient effort

**Teacher**
- Record MAJOR Incident in OneSchool with a referral to HOD & DP for information (after 5 days)

**HOD**
- HOD to contact home and refer contact details on OneSchool to Teacher & DP (day 6 after due date)
- HOD now to work with Teacher to obtain compliance

**Deputy**
- Take note of non-compliance

**Student**
- Continue to lose lunchtimes until assessment effort is met (up to 4 days)

Student delivers an acceptable effort

Student has NOT made a sufficient effort

**HOD**
- Record MAJOR Incident in OneSchool with referral to DP (day 9 after draft date)

**Deputy**
- DP to take a look at personal circumstances
- If appropriate after consultation with GO – process Stage 1 Cancellation
- DP to call home and record contact on OneSchool and refer contact to HOD and class teacher.
- DP to obtain submission of assessment piece. DP to organise with HOD & Class Teacher INCLUDING COMPLIANCE DATE

**Student**
- Continue to lose lunchtimes until assessment expectations are met.

Student delivers an acceptable effort

Student has NOT made a sufficient effort

Parent Meeting with Deputy