



Middle Secondary (Year 9-10) Assessment Policy Summary

PURPOSE: Springfield Central State High School has high expectations for academic integrity and student participation and engagement in learning and assessment. Students become eligible for a **Junior Certificate of Education (JCE - internal school certification – Year 7-9)** when they have accrued the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements. Students are required to complete all course and assessment requirements **on or before the due date** for their results to contribute credit to their **Level of Achievement (LOA)** and JCE. Meeting the assessment standards and due dates in Year 10 provides a solid foundation for meeting the requirements of successful senior study in Year 11 and 12.

Student responsibility: students are expected to -

- engage in the learning for the subject or course of study
- produce evidence of achievement that is authenticated as their own work
- submit responses to scheduled assessment on or before the due date
- record due dates in their diaries
- plan and manage their time to meet the due dates, check points and assessment requirements
- inform the school as soon as possible if they have concerns about assessment load and meeting due dates
- check emails daily in case of alteration to due dates/ assessment requirements, particularly if absent from school on a given day

Assessment is expected to be submitted/completed by a student on or before the due date/time stipulated in the assessment conditions. Failure to meet assessment expectations is deemed refusal to participate in the educational process, leading to the potential risk of not achieving a JCE (Year 9), as well as Student Representative Policy (SRP) eligibility may be impacted by student effort. Students may also risk meeting subject prerequisites for Year 10 subject selections.

Due dates for draft work, checkpoints, exams and final responses are published in the assessment schedule for a respective year level and communicated by staff in a number of formats, including task sheets and reminders in class. The assessment schedule for all students will be published at the start of each semester, to <https://www.springfieldcentralshs.eq.edu.au/curriculum>. If a due date for a checkpoint, draft or final assessment must change due to an unforeseen circumstances that permits a reasonable adjustment, the HOD for the subject will give final approval, and students and parents/caregivers will be notified accordingly.

In cases where students are **unable to meet a due date ahead of time (planned absence)**, they will:

1. Submit a SCAARA (Springfield Central Access Arrangements and Reasonable Adjustments) application - forms are able to be attained online (school website, student Sharepoint link). Teacher names, HoD names and email addresses, along with assessment schedule (type, name of assessment, due date) will be required for submission of a SCAARA.
2. Provide the school with a reasonable explanation, supported by the submission of relevant documentation. This can be done by submitting a SCAARA application, along with relevant evidence such as medical certificate, student statement etc.
3. Head of Department and classroom teacher with determine appropriate outcome of application within (3) working days.
4. Adhere to alternative arrangements for submission of assessment, if applicable, as decided by the school.

Absences can be categorised by planned or unplanned with examples below:

<p>Planned Absences: An absence that you know about beforehand – e.g. You will be away when your English assignment is due next week. Planned absences may include: surgery, regional/state/ national representation, family travel known with at least a week’s notice. If your absence falls into this category, a SCAARA form will need to be submitted as soon as possible.</p>	<p>Unplanned Absences: are unforeseen and beyond a student’s control, and may include: sudden illness or injury such as broken bones, funeral, event/circumstance beyond student control and minimal notice of occurrence. This area of absence applies in the main to exams. Every attempt should be made by a student to submit assignments electronically to their teacher, given that such assessment has been worked on for an extended period of time. If an absence falls into this category, the student will need to speak with the Head of Department for the curriculum area where the assessment was unable to be completed on/ by the scheduled date.</p>
--	---

Please note that students are not eligible for a change of assessment conditions on the following grounds:

- teacher absence or other teacher-related issues
- matters that the student could have avoided, e.g. loss of files/ tasks, digital device loss/ breakage
- matters of the student’s or parent’s/caregiver’s own choosing, e.g. holiday

It is a school-based decision whether or not to provide support to a student that is ineligible for the change of condition e.g. absent for state/national sport, dance competition, holidays etc. The school will determine whether it is appropriate to apply approved strategies for assessment completion e.g. submit before/on due date or sit comparable assessment. All final decisions for change of conditions are at the Principal’s (or delegate’s) discretion to ensure equity for all members of Springfield Central State High School.