



## **CALVARY ASSESSMENT POLICY**

### *At a glance*

**Context:** The Calvary Assessment Policy was implemented is the College's interpretation of the Queensland Curriculum and Assessment Authority's (QCAA) Assessment Policy. Calvary Christian College is required to adhere to QCAA policies for gathering evidence of student achievement on or before the assessment due date.

#### ***What do students need to do?***

- 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
- plan and manage their time to meet the due dates
- inform the school as soon as possible if they have concerns about assessment load and meeting due dates.

#### ***In cases where students are unable to meet a due date, they will:***

- inform the Head of Faculty and classroom teacher as soon as possible
- provide the school with relevant documentation, e.g. medical certificate
- adhere to alternative arrangements for submission of assessment, if applicable, as decided by the school.

#### **How do I apply for an extension for an assignment/examination?**

Step 1: Discuss the need for an extension with your teacher.

Step 2: Login to Student Café, click on the *School Links* dropdown menu and choose *Academic Information*.

Step 3: In the *Academic Information* menu choose *Extension Request*.

Step 4: Complete the form. You will need to provide:

- a) Your details
- b) Your reason for applying for an extension
- c) A proposed extension date
- d) Current work to date (upload)
- e) Medical Certificate (if required - upload)

You must inform the College as soon as possible if you have concerns about meeting your assessment load. Extensions will not be granted the day/night before a due date unless there is legitimate context of illness/misadventure. Extensions for illness are not usually granted unless there has been several days of illness. Disorganisation and/or poor work ethic are not legitimate grounds to request an extension. The College always takes individual contexts into consideration when granting an extension. If you have concerns about an extension request, you are welcome to contact our Head of Curriculum, Mr Cameron Handley: [Cameron.handley@calvarycc.qld.edu.au](mailto:Cameron.handley@calvarycc.qld.edu.au)



## **What happens if...**

### *I hand in late work?*

If you do not submit a final response to an assessment (other than unseen examinations), teachers will make judgments based on this what you submitted at previous assignment checkpoints. If no evidence is available, a 'Not-Rated' (NR) result will be entered in the Student Management system by the date published by the QCAA in Years 11 and 12. In circumstances where your response is judged as NR, then you will not meet the requirements for that subject. In Years 7-10, your response will be given a mark of zero.

### *My work is plagiarized?*

When authorship of your work cannot be established or a response is not entirely your own work, the College will provide an opportunity for you to demonstrate what parts of the submitted response are your own work. Results will be awarded using any evidence from the preparation of the response that is available that is verifiably your own work. Where appropriate, the College's *Responsible Behaviour Plan* will be implemented.

### *My word length is longer than the stipulated length?*

If your response exceeds the word length required by the syllabus, the teacher will only mark the work up to the required length, excluding evidence over the prescribed limit.

### *I cheat on an examination?*

You will be awarded a Not-Rated (NR). See the *QCE and QCIA policy and procedures handbook* ([Section 8.5.1](#) and [Section 8.5.2](#)). Where appropriate, the College's *Responsible Behaviour Plan* will be implemented.

## ***What about when I have genuine struggles?***

The College understands that students will sometimes have difficulties meeting assessment due dates for a variety of reasons and we will act considerately in response to these situations. We want to see our students succeed and flourish and we will always take sickness and difficult family situations into consideration when dealing with late submission of assessment. At the same time, we want our students to be resilient learners who can take ownership of their learning and be thoughtful organizers of their time. Should students demonstrate a pattern of struggling to complete assessment across a range of subject areas, they will be brought to the attention of Heads of Year and the Student Welfare Committee who will orchestrate a plan to help the student succeed.

This is the short version of the Assessment Policy – the comprehensive version with full QCAA regulatory requirements can be accessed by emailing our Head of Curriculum, Mr Cameron Handley: [Cameron.handley@calvarycc.qld.edu.au](mailto:Cameron.handley@calvarycc.qld.edu.au)