Missed and/or Late Assessment - Policy

In keeping with requirements from Queensland Studies Authority, the following policy has been developed to ensure fairness and equity for all students. An Assessment Calendar is provided to all students in the Middle & Senior School within the first two weeks of each Semester. Dates for all assessment items are clearly outlined in this document for all subject areas. It is the student’s responsibility to ensure that all assessment items are submitted on or by the due date.

Submission:
Assignments are to be presented personally to the teacher concerned by 2.55pm on the due date unless electronic submission has specifically been requested. If the subject teacher is not available, boys may present the assignment to Reception where they will be asked to sign that it has been submitted.

Absence - Tests:
If a student is ill and therefore absent from school on the day of a test, they are required to:
- Submit a Medical Certificate upon the first day of return to school. A medical certificate is required in an attempt at equity and fairness for all students, so that no-one is perceived as having been unfairly advantaged by receiving extra time on assessment items.
- Complete a Special Consideration form. Special Consideration forms can be located on the school website. Students can also collect a hard copy at school from the Middle School & Senior School Team Leaders, the Director of Teaching & Learning or Reception.
- Documentation needs to be given directly to the Director of Teaching & Learning.
- Alternate arrangements will then be organised by negotiation with the teacher and the Director of Teaching & Learning.

Absence - Assignments:
- If an assignment is due on the day that a student is absent, then the teacher should be contacted by phone and arrangements made for the delivery of the assignment (eg via email, parent/sibling to deliver, posted, faxed etc).
Absence on the day is not an excuse for late submission.
A medical certificate, in the case of illness, and a Special Consideration form must be submitted as per arrangements for a missed test.

If a student does not submit an assignment or sit a test on the due date, without legitimate cause for Special Consideration:
• In the case of an assignment, the student will be expected to hand the work in the following day and will be penalised one full grade (eg A to B) as they have not met the criteria of the assignment as outlined.
• If the assignment is not handed in the next day, then the student will have any previously submitted draft work marked as is. The draft work will be marked by the standards of the final criteria.
• If the assignment requires no draft work, then an ‘E’ grade or zero will be given as the student has not met assessment criteria.

What are the penalties for Assignments submitted after the due date?
• An assessment piece may not be accepted after the due date for grading unless Special Consideration has been granted; however, your teacher may agree to give you feedback. In assessments where drafts or components of the task are collected before the due date, a grade will be assigned on whatever draft or component/s of the task that have been submitted up until the due date.
• If the missed assessment item was a test, then the student would sit that test after school upon the first day of return. They would automatically be penalised one full grade.
• Assignments submitted more than one week late will receive the lowest possible grade or a non-rating. The student will still be expected to complete the assignment in order to continue in the course of study.
• Parents will be notified via telephone on the day that assessment has been missed.

If a student is unable to complete a task by the due date as a result of medical, family or personal circumstances, an extension must be organised through the teacher at least 24 hours before the due date. Special Consideration (except for medical reasons) cannot be requested on the day of the task or in hindsight.
• If boys are absent for one or two days, they should:
  1 liaise with their class buddy and obtain any notes or sheets missed (usually by photocopying rather than writing them out so that their limited time can be spent on processing missed work);
  2 seek to make sense of the missed work, identifying parts that don’t make sense or that need clarification;
  3 ask their buddy or other classmate for assistance with small difficulties;
  4 see their subject teacher and, if necessary, book an appointment.

Dealing with Longer Absence:
If a boy is absent for longer than a day or two, parents should contact their son’s teacher and request work to be gathered from subject teachers.

Early Leave:
A zero grade will be given if assessment is missed due to a student taking early leave – unless there are extenuating circumstances. This will be determined at the discretion of the Director of Teaching & Learning.
Request for Review of an Assessment Item

A high level of consideration goes into the development of assessment items by the teaching staff at MBBC. Assessment items are designed in order to allow the students to demonstrate their learning. Clear guidelines of expectations in relation to the assessment items are provided for the students when they receive the assessment task.

Rigorous marking followed by a process of internal moderation then occurs to ensure that decisions regarding student achievement are accurate.

However, if a student feels concern regarding their result, they are entitled to follow the procedure for review of an assessment item. First, the student must speak with the class teacher and discuss the result. If the student then decides to request a review they must lodge a ‘Review of an Assessment Item’ form with the teacher. The assessment item will then be marked by another person and discussed with the Director of Teaching & Learning for final consideration.

The student should note that once these proceedings begin, it is possible that the initial result may be enhanced, diminished or stay the same.
Review of an Assessment Item Form

Step 1

☐ I have discussed the result of this assessment item with the class teacher.

Name: ________________________ Date: ________________

Class Teacher: _______________________________________

Assessment Item: ______________________________________

Reason for Review:

In relation to the criteria provided with the assessment task, outline the criteria that you believe are eligible for re-assessment:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Outline in detail the section/s of your response that you believe should have achieved higher results. You may choose to copy your original response and highlight or make annotations to explain this more clearly:-

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Student Signature ___________________________ Parent/Guardian Signature ___________________________
Step 2

Reviewed Assessment

Reviewing teacher: ______________________________________

After considering the specific areas of concern in relation to the assessment criteria provided, I have awarded a result of: ______.

Comments:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Student Response:

☐ I am satisfied with the process and accept the final grade determined.

☐ I would like the assessment task to be forwarded to the Director of Teaching & Learning for further consideration.

__Student Signature__  __Teacher Signature__  __Date__
Step 3

Review by Director of Teaching & Learning

If the student is still not satisfied with the assessment result after the review, they should notify the Director of Teaching & Learning. The class teacher will be asked to provide a copy of the task and criteria with the student's name removed. The Director of Teaching & Learning will then organise for a suitably qualified external moderator to assess the work.

If the reviewed results are consistent, then the result will stand. If there is disparity, a further consultation will be held between the assessors and the Director of Teaching & Learning until agreement is reached. This final grade will then stand.

Director of Teaching & Learning:

FINAL RESULT: ________

Comments:
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

____________________    ___________________    __________
Director of Teaching            Student                        Date
                                   & Learning