



## ALBANY CREEK STATE HIGH SCHOOL

### Management of Senior Students

### Late and Non-submission of Assessment policy

In this school, as post-compulsory aged students, there is a clear expectation that all Year 11 and 12 students will

- **Work towards achieving success in all elements of their academic or learning program and the attainment of a senior certification qualification - the QCE or QCIA.**
- **Meet the learning requirements in classes or learning programs, all assessment requirements as well as appropriate participation in school activities.**

The Queensland Studies Authority (QSA) issues the Senior Statement and QCE and is responsible for the calculations and issuing of OP's. These documents report the achievements of students in courses of study in which they have been enrolled. This is undertaken in partnership with the school, which must conduct the course of study for each subject in accordance with the accredited work program (OP subjects), Study Area Plan (non OP subjects) or Teaching and Learning Strategy (VET subjects) or individualised program. The school, through the Principal, acts as an agent of the QSA in ensuring these requirements are met.

Each subject is studied in semester units and students typically complete four semesters in each subject by the end of Year 12. An overall Level of Achievement is awarded in each subject at the completion of Year 12. To ensure the integrity of the levels of achievement reported for senior certification, students must meet the mandatory requirements of a syllabus for Authority and authority-registered subjects to a set standard. The mandatory requirements are stated in all syllabuses.

In order to obtain credit for a semester unit in a subject, a student must demonstrate 'sufficiency of coverage and adequacy of assessment'. To do so, students must have completed the prescribed course of study for that subject "through full and regular participation in the course of study" (QSA By-Laws). This assessment must be completed adhering to published school deadlines to show compliance with the policy for 'late and Non Submission of student responses to assessment instruments'.

In order to ensure consistency and merit in the process of awarding subject credit:

- ✓ Students must participate in class activities and complete set work and all assessment tasks (assignments / tests / exams / projects etc) by the due date as outlined on the published school Assessment calendar and / or on the Task sheet (refer to the **ASSESSMENT POLICY** for further details).
- ✓ Extensions will only be granted through application to the Head of Department prior to the due date. All assessment must be completed to allow a student to continue in the subject.
- ✓ To confirm VET competencies and work place learning, students are expected to maintain and submit their Industry Placement Log Book for checking and signing by the appropriate supervisor.
- ✓ Students with individualised circumstances will be considered on an individual case basis and where appropriate, special provisions will be applied in accordance with the Special Consideration Policy.

Late submission of work, after the due date, and non-submission of work cannot be awarded a lower result and judgements should be made using evidence available on or before the due date. Evidence may include (but is not restricted to) judgements made using work completed in class or partially completed tasks or activities. This evidence will be assessed against the standards associated with exit criteria of the subject syllabus. Where no evidence is available, standards cannot be awarded.

When measures for late and non-submission have been exhausted, and a student has not demonstrated coverage of the course:

- Subject credit will be removed
- Cancellation of enrolment may be activated.



# ALBANY CREEK STATE HIGH SCHOOL

## Late and Non-submission of Assessment Advice

STUDENT NAME \_\_\_\_\_

Roll Class \_\_\_\_\_

Teacher \_\_\_\_\_

Subject: \_\_\_\_\_

Date \_\_\_\_\_

### Areas of Concern

<input type="checkbox"/> Late submission of assessment	<input type="checkbox"/> Non-submission of assessment
Item	
Due Date	
Draft completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Progress in class ( <i>detail</i> )	
Teacher action and support ( <i>detail</i> )	
Special Provisions applied <input type="checkbox"/> Yes <input type="checkbox"/> No	
HOD response( <i>detail</i> )	
Teacher signature:	

### ADMIN ACTION:

Academic progress and work ethic (One school)	<b>COMMENT</b> (Review performance, attendance and behaviour)
OP eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	
Deputy Principal / Principal	Date:
OUTCOME:	

### Loss of academic credit:

Semester 1       Semester 2       Semester 3       Semester 4

### Cancellation of Enrolment:

Stage 1       Stage 2       Stage 3

Notification:       Student       Parent       HOD       SDCS