

NOOSA  
CHRISTIAN COLLEGE  
COOROY

# Secondary Assessment Policy 2025

## Students and Parents

Terms and Conditions

# Secondary Assessment Policy

## General Overview

Students must complete the course requirements in order to receive credit for the course and a level of achievement. Course requirements may include: class work, homework, practical work, assignments, oral presentations, folios and exams. Students are required to complete assessment tasks as part of their learning. Homework is usually an extension of class work. Assignments are longer tasks requiring students to work outside class time and are an important part of assessment.

Assessment tasks are set by subject teachers and provide students, parents and teachers with information about a student's progress. They provide information about a student's strengths and weaknesses so that programs can be put into place to improve learning outcomes. At exit, assessment assists in directing future student pathways. An assignment includes any written or practical work, oral or information technology presentation, which is part of the course of study and is partially completed outside the classroom. It contributes towards awarding levels of achievement.

## 1.0 Assessment Calendar

Within the first three weeks of each term, an assessment calendar will be published on the school's website (<https://www.noosacc.qld.edu.au/academic-calendar>). The Assessment Calendar outlines the Assessment Title, Subject, Year Level and Due Dates.

To ensure students are treated fairly and equitably, all students must complete assessment tasks under the same conditions where possible, for example, same assignment preparation time, same time to complete a test (unless granted special conditions).

## 2.0 Assessments - Assignments

### 2.1 Task Sheets

Students will be issued with a task sheet and a criteria sheet for each assessment item. One copy of an assessment task sheet will be provided. If a student loses an assessment task sheet they will be required to print a copy of the relevant sheet from the school's server or class OneNote.

### 2.2 Submission Format and Referencing

It is expected that students will type/word process all assessments where practical and include a footer with the following information: Student's name, subject, class and page number.

All assessment tasks should be:

- Arial, Calibri or Times New Roman font
- Size 12 font
- 1.5 line spacing
- 2.5 cm margins
- Bold headings
- APA referenced

### BIBLIOGRAPHIES AND REFERENCING

For the APA referencing guidelines, please visit:

<https://www.usq.edu.au/library/referencing/apa-referencing-guide>

### 2.3 Plagiarism and Consequences

Plagiarism is a serious offence. It involves using the work of others without acknowledging the source and attempting to claim credit for the work as your own. Students found plagiarising will receive heavy penalties. On each assessment task students will be asked to sign a Statement of Authenticity, acknowledging that the work they have submitted is their own.

Acts of plagiarism may involve:

- Where paragraphs, sentence(s) or significant parts of a sentence, which are copied directly, are not enclosed in quotation marks and appropriately acknowledged.
- Where direct quotations are not used, but are paraphrased or summarised and the source of material is not acknowledged.
- Direct copying of another student's work. If students are assigned or permitted to work in a group on an assessment piece, but are required to submit individual assessment, then the work submitted by individuals should be original and entirely their own.
- Use of Artificial Intelligence AI technology to produce work.

### **2.3.1 Academic Misconduct - Part**

For first and subsequent offence of academic misconduct, the section of work that is proven to be a result of cheating or plagiarism will not be marked. Remaining sections of work will be used to determine a result.

### **2.3.2 Academic Misconduct - whole**

In the case where entire assessment is proven to be not the students' own work when the draft is submitted, the student will be sent to Working Room to reproduce and submit the task.

*First Offence:* The Head of Secondary and the student's parents will be notified. The student will be sent to the Working Room to complete their work and records will be kept on SEQTA.

*Subsequent Offences:* The Head of Secondary and the student's parents will be notified. The student will incur an internal suspension and records will be kept on SEQTA.

## **2.4 Check Dates**

In order to facilitate students' time management in assessments, all students will be required to submit evidence of work in progress before the due date, at intervals determined by the teacher (check dates). The completion of the assessment should follow a process, which is supervised by the teacher, partly so that the teacher can check on authorship, give feedback and ensure that work is progressing.

- Students will be notified of check dates for assessments.
- Draft and/or processes will be sighted, assessed and feedback may be given, depending on subject conditions.
- If a draft/process is not sighted the teacher will contact parents by email. Appropriate strategies will be employed to complete the assessment. All records are to be kept and then entered on the SEQTA database. If the student is unable to produce a draft, the student will be required to complete a draft under the direction of the Working Room teacher.

## **2.5 Student Absence**

- **Senior Secondary School** students must attend at school on the day as well as the day before an assessment item is due, otherwise a medical certificate will be required.
- **Junior Secondary School** students will require a parent/guardian to contact their subject teacher by email explaining their absence.
- Alternatively, if an assessment is due on the day of absence the student can have it delivered to the Administration Office or email it to the subject teacher by 9.00am at the latest on the same day. A hard copy of the assessment should be handed to the teacher when the student next attends school.
- If the student has failed to complete the task by the due date, the draft will be marked and the achievement level recorded. Parents will be notified.

## **2.6 Extensions**

- Only the subject teacher and Curriculum Coordinators can give extensions. Extension request forms (see Appendix 1) must be submitted to the teacher at least two days before the due date with evidence of progress such as preparation notes and/or the draft (Note: exceptional circumstances will be considered).
- Extensions will be granted where a legitimate reason exists:
  - Illness up to and including the due date - parents must make contact with the relevant subject teacher by the due date. A medical certificate is required for Years 11 and 12 students.
  - Special Circumstances (e.g. Bereavement). Parent contact needs to be made with the relevant subject teacher and Head of Secondary.

- **Technology failure is not** a legitimate excuse for not handing an assessment in on time. Failure of technology, computers, memory sticks, etc., is a part of life. Students must ensure that they keep drafts and backups of their progress throughout an assessment so that they can produce substantial evidence of their progress in the event of a failure of technology. Unless the student has evidence, Special Consideration and/or Extensions will not be granted.
- Students may apply for an extension in exceptional circumstances such as illness, bereavement or different learning requirements. Procrastination, poor time management, holidays, over commitment or paid work commitments are **not** legitimate reasons for being granted Special Consideration/Extension.
- Students must not assume that they will be granted an extension simply because they have applied.

### 3.0 Assessments - Group/Practical Tasks

- Assessment will take place in class time or at a time designated by the teacher in negotiation with the class/ cohort.
- Conditions should be made consistent so that no group is disadvantaged.
- Process work will be monitored during the preparation phase and feedback may be given, depending on subject conditions.
- If a student is absent on the date of the assessment:
  1. The student who is absent is required to negotiate a date for assessment with the subject teacher and other group members on their first date of return.
  2. Special Circumstances (e.g. bereavement). Parent contact needs to be made with the relevant subject teacher and Head of Secondary.
- Other group members' results would not be penalised due to one student's absence.

### 4.0 Assessments - Tests/Exams

#### 4.1 Exam Supervision

- All supervisors will actively supervise exam.
- No exam questions will be answered. Students will be referred to the conditions of the exam.
- If a student becomes ill during an exam, the paper should be collected and a note made on it by the supervising teacher.
- Any corrections or changes should be read to all students and displayed on the whiteboard in the exam room.

#### 4.2 Cheating

- The source of the cheating will be removed.
- Exam supervisor will write on the student paper that cheating has occurred.
- Student will keep working.
- The subject teacher will note the information and report to the Head of Secondary immediately.
- The Head of Secondary will initiate discussions with parents and the student. Each case will be dealt with on an individual basis and records will be kept.

#### 4.3 Student Absence

If a student is away on the date of an exam:

- The absence must be justified by parent contact via email with the subject teacher on the date of absence. A medical certificate must be provided by Senior students.
- Students with a valid reason for being absent are required, on the day of their return to class, to negotiate with the subject teacher a date for the completion of the exam.

### 5.0 Loss of Credit

Semesters of Credit for Senior Certificate can be denied if students have not completed assessment of mandatory aspects of the syllabus or attended the required amount of class time.

This will occur if Senior students either miss exams or do not submit assessment tasks despite measures by teachers.

If the student does not submit a final response to an assessment instrument on or before the due date, the draft will be marked as their final piece of work.

If a student has zero preparation evidence then a 'Not Rated' NR grade will be recorded. An NR grade will in Year 11 result in a loss of one QCE credit point. A student may continue in that subject but if an NR result occurs in Year 12 the entire subject will be not rated.



# Appendix 1

## Extension Form



# NOOSA CHRISTIAN COLLEGE

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## COOROY

### Secondary Extension Form (excludes class tests)

A maximum of two working days extension may be sought for assignments (excluding class tests). This form is to be completed in duplicate (teacher copy, students copy) and submitted to the teacher in question, TWO working days before the original due date.

#### Personal Details

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Student's email address: \_\_\_\_\_

#### Assignment Details

Name of Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

I request an extension of time for lodgement of assignment \_\_\_\_\_ (task name) on the following grounds:

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#### Applicant's Declaration

I declare that the information provided on this form is correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent/Caregiver's Signature

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Teacher's Signature: \_\_\_\_\_ Date received: \_\_\_\_\_

Extension granted: yes / no \_\_\_\_\_ New due date: \_\_\_\_\_

Privacy - The information on this form is collected for the primary purpose of applying for extension in an assignment, which includes deciding whether your application will be granted and sending you related correspondence. If you choose not to complete all the questions on this form, it may not be possible for the school to process your application.



## Contact

For further information, please contact:

### Head of Secondary

Daniel Pink

*Phone:* (07) 5447 7808

*Email:* [daniel.pink@noosacc.qld.edu.au](mailto:daniel.pink@noosacc.qld.edu.au)

## Contact

For further information, please contact:

### Secondary Curriculum Coordinator

Melissa Peachey

*Phone:* (07) 5447 7808

*Email:*

[melissa.peachey@noosacc.qld.edu.au](mailto:melissa.peachey@noosacc.qld.edu.au)

## Contact

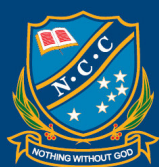
For further information, please contact:

### Secondary Coordinator

Phillip Paul

*Phone:* (07) 5447 7808

*Email:* [phillip.paul@noosacc.qld.edu.au](mailto:phillip.paul@noosacc.qld.edu.au)



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## FOR MORE INFORMATION

20 Cooroy Belli Creek Road, Cooroy, QLD, 4563  
ABN: 50 102 933 148 **W:** [www.noosacc.qld.edu.au](http://www.noosacc.qld.edu.au)  
**P:** 07 5447 7808 **E:** [info@noosacc.qld.edu.au](mailto:info@noosacc.qld.edu.au)