

Version Control

Version	Approval Date	Details	Approved By	New Review
1	16/11/2020	New	School Board	2023
2	pending	Reviewed	School Board	2024

## Senior School Assessment Provisions Policy

It is mandatory at IQRA College that all students in the Senior School (Year 10 – 12) complete and submit all assessment items including drafts. The school's assessment policy has been developed to achieve consistency, fairness and predictability so students know what will happen based on the choices they make. You can refer to SACE website to further understand the assessment process ([www.sace.sa.edu.au/](http://www.sace.sa.edu.au/))

### Student's Responsibilities:

- Ensure that all tasks are the original work of the student.
- Reference accordingly.
- Complete all assessment tasks by the due date.
- Hard copy - Assessment tasks must be submitted by 4:00pm on the due date.
- Electronic copy - Assessment tasks must be submitted by 4:00pm on the due date.
- Electronic submissions – must be submitted to subject teacher

### Academic integrity and academic misconduct

IQRA College promotes academic integrity. Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical way. Teachers, parents, guardians and others who support students in their learning must adhere to the guidelines for academic integrity.

Plagiarism, the copying of another person's ideas, text, or other creative work and presenting it as one's own, is not tolerated. Examples of plagiarism include:

- Copying or closely paraphrasing sentences or paragraphs.
- Copying ideas, concepts, tables, designs, sounds, images, music, scripts, research data mathematical workings etc.
- Copying or adapting another student's work.
- "Cutting and pasting" statements gathered from a variety of sources.
- Submitting work produced by someone else on the student's behalf.

IQRA College uses 'Turnitin', an originality checking and plagiarism prevention service that will help our students in checking their writing for citation mistakes or inappropriate copying. Duplicated work (students submitting identical work) will be picked up by 'Turnitin' and when this happen, both students will be given the opportunity to re-submit their work.

### Late or non-submission of assessment tasks

In the event of non-submission by due date or late submission of an assessment item – the drafts or planning evidence will be used in awarding a level of achievement. Teachers make judgements based on evidence of student work collected for the purposes of authentication, during the assessment preparation period.

Details of coursework and assessment requirements within specific subject areas are provided by teachers in a timely fashion in order to allow students to plan their study programme and take responsibility for managing their study time and habits. Students will be given their assessment tasks/assignments each term.



### **Academic Consequences for Late or Non-Submission of Assessment Tasks**

If there is no evidence available to award a judgement, an assessment item is recorded as a 'Non-Submit' as a standard can only be awarded where evidence has been demonstrated. In cases of non-submission of student responses, an 'E' standard cannot be awarded where there is no evidence for it. Students who do not submit assessment risk not being given credit for completing that semester in the subject. This may impact on their Exit Level of Achievement in the subject, and correspondingly their ATAR and SACE eligibility.

### **Behavioural Consequences for Late or Non-Submission of Assessment Tasks**

Students failing to submit assessment, parents will be invited to school for a discussion.

### **Related Documents**

Academic Integrity

Assessment and Reporting Policy

## ASSESSMENT TASK PROCEDURE FOR ABSENCE











### 1) Absence for an Exam

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place.

If a student misses an exam for unforeseen circumstances (e.g. illness), they must notify by calling the school's Admin Office of their absence and email the Subject Teacher as soon as possible on the day of the missed exam. If a student becomes aware, they will miss an exam due to unavoidable absence, they must provide advanced notice to their Subject Teacher as soon as possible after they become aware of it.




For SACE external exams, a Special Provisions Application Form must also be filled in and submitted to the Subject teacher as soon as possible. (<https://www.sace.sa.edu.au/documents/652891/6a311e64-3736-44ee-0f93-e1f62889c61b>)

Documentary evidence must be supplied for both advanced notice and unforeseen circumstances. Evidence might include - medical certificate, letter explaining reason or other suitable documentary evidence.

ADVANCED NOTICE	UNFORESEEN CIRCUMSTANCE
Student advises their teacher as soon as they become aware of the absence 	Student advises the admin office on <u>8298 2550</u> or email <a href="mailto:info@iqracollege.sa.edu.au">info@iqracollege.sa.edu.au</a> 
Call admin office at <u>8298 2550</u> to notify absence and email to respective subject teacher on the day of the missed exam 	ON SAME DAY OF EXAM Notify subject teacher via email. 
Subject teacher advises student of alternate arrangements as soon as possible. 	ON SAME DAY OF EXAM Year 10, 11 and 12 students MUST complete the Special Provisions Application Form and submit to admin office and subject teacher. 
Student will complete exam under supervised conditions (Time & date to be set by subject teacher). 	Student will complete exam under supervised conditions immediately on return to school. 
External Exams – SACE will advise result of special provisions application. 	External Exams - SACE will advise result of special provisions application. 
Entered in SENTRAL	Entered in SENTRAL
Non-compliance with Assessment Policy Procedures – Refer to Discipline Committee	



## 2) Assessment Task Extensions

If a student wishes to apply for an extension, it must be submitted where possible, 2 days prior to the assessment task due date. To apply for extension, complete a Assessment Task Extension Form and submit to the school. Documentation of circumstances must be provided.

<b>ALL OTHER CIRCUMSTANCES</b>
Complete Assessment Task Extension Form and attach documentary evidence ( <i>Appendix A</i> ).  Submit to the admin office or email to <a href="mailto:info@iqracollege.sa.edu.au">info@iqracollege.sa.edu.au</a>  Admin office will inform subject teacher. Subject teacher will advise student of alternate arrangements.  Extension is recorded in SENTRAL.
Non-compliance with Assessment Policy Procedures – Refer to Discipline Committee

## 3) Absence on the Due Date of an Assessment Task.

If students are absent on the due date because of illness or special circumstances. Refer to Section 1 if the absence is regarding an exam.

<b>ABSENCE ON THE DUE DATE OF AN ASSESSMENT TASK</b>	
Student informs admin office of absence on <u>8298 2550</u> AND emails the assessment task to the subject teacher. Include in email: Student name, grade, teacher name and subject.	
Assessment task submitted on due date.  All task sheets and drafts to be handed in on first day back to school to subject teacher.	Unable to submit assessment task via email on due date. Call school on <u>8298 2550</u> AND email the subject teacher to record acknowledgement of assessment due and provide reason. Preferably speak with the subject teacher.  Student submits the assessment task to teacher on first day back at school or via the negotiated outcome. Attach evidence – medical certificate and/or parental note.
Non-compliance with Assessment Policy Procedures – Refer to Discipline Committee	



## Assessment Task Extension Form

**Student's Name:** \_\_\_\_\_

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

**Assessment Task:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_ **New Date for Extension request:** \_\_\_\_\_

**Reason for Extension request: (Include any parent / caregiver note for family reasons or a doctor's note for health reasons)**

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**Subject teacher consideration: YES / NO**

**Subject teacher signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_