



# Assessment Policy – Years Prep -10

This policy is located at: [Cairns SDE Link](#)

This policy is aligned to the *QCE and QCIA policy and procedures handbook* [QCAA Link](#) Short Courses. P-12 Curriculum, Assessment and Reporting Framework (CARF) [DET Link](#) Separate policies and procedures apply to Vocational Education and Training (VET) qualifications.

## Scope of this policy

Assessment processes and procedures for students enrolled at Cairns School of Distance Education (Cairns SDE) in prep to year 10 inclusive.

## Purpose of this policy

This policy is designed to provide information that guides and supports successful completion and submission by students of work that culminates with the completion of summative assessment aligned with the Australian curriculum.

Cairns SDE Year Prep -10 Assessment Policy details the expectations for assessment completion, submission and consequences for non-compliance in order to ensure that:

- There is clarity around the expectations of students, teachers, home tutors, supervisors and parents/carers.
- There is integrity in the assessment that contributes towards subject grades published in semester reports.
- There is comparability in assessment processes and procedures in all subject areas across Years Prep – 10.
- All students are treated equitably.

## Principles of this policy

Cairns SDE expectations for teaching, learning and assessment are grounded in the principles of academic integrity and excellence.

**Assessment includes** any examination, practical demonstration, performance or product that allows students to demonstrate the objectives as described in each syllabus. Assessment is:

- aligned with curriculum and pedagogy
- equitable for all students
- evidence-based, using established standards and continua to make defensible and comparable judgments about student learning
- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of student learning
- transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made
- informative as to where students are in their learning against the Australian curriculum

High-quality assessment is characterised by three attributes:

- validity, through alignment with what is taught, learned and assessed
- accessibility, so that each student is given opportunities to demonstrate what they know and can do
- reliability, so that assessment results are consistent, dependable or repeatable

### Note:

*Dates and times in this policy and all associated documents relate to Cairns SDEs physical location (Cairns, Queensland, Australia) and local time (Australian Eastern Standard Time - AEST).*

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## Responsibilities

1. Deliver and participate in learning and assessment as timetabled in each subject's Work Rate Calendar that has been aligned with the 'Queensland state schools – School Calendar', QCAA timelines and Australian Eastern Standard Time (AEST)
2. Refer to latest version of the Cairns SDE Assessment Policy (Years Prep - 10)
  - To access the latest version of the policy students, teachers and home tutors can access the school website Cairns SDE Link
3. Meet expectations about engaging in learning and assessment
  - To ensure the integrity of assessment that contributes to semester reports, all students are assessed according to the criteria, standards or performance elements specific to each assessment item

### Students

- Maintain academic integrity
- Actively participate in their learning and assessment by completing sufficient class work during assessment preparation periods to enable their progress to be monitored and work to be authenticated
  - Access learning materials provided including Work Rate Calendar (WRC)
  - Submit Work Returns at designated times as per Work Rate Calendars (WRC), on or before the due date
- Submit assessment, on or before the due date and time, in the relevant QLearn course
- Submit work which they can authenticate as their own
- Students in partnership with home tutors & parents/carers, are responsible for informing the school of any difficulties involving the completion of assessment tasks. Providing documentary evidence to support supportive teaching and learning strategies included in Personalised Learning Records.

### Teachers

- All teachers, support students at all stages of learning and preparation for internal and external assessment.
- Subject teachers, provide assessment materials and timelines including due dates to students, home tutors, school-based supervisors and parent/carers. Changes to materials or timelines including due dates will be communicated to students, home tutors, school-based supervisors and parent/carers.
- Subject teachers, provide timetabled weekly live/recorded lesson/s
- Subject teachers, provide, where appropriate, modelling, scaffolding, and exemplar responses
- Subject teachers, engage students in feedback and reflection on their assessment when it has been submitted by the due date:
  - for Formative assessment (within 5 working days of receipt in QLearn) - reflecting the dual General and Improvement focus of the Formative Feedback form, e.g., required drafts, and
  - for Summative tasks (within 10 working days of receipt in QLearn) - providing an explanation and reasoning behind judgements of the standards achieved and result awarded – in individual criteria as well as the overall LOA. Summative feedback should also be considered as part of a wider improvement process.
- Subject teachers mark assessment in QLearn: must include annotated feedback/comments in the student's work, complete marking guide and record assessment results in line for year level/subject requirements.
- All teachers, inform home tutors and parents/carers of home based CSDE students and school-based supervisors for school-based students when students do not provide sufficient work returns including assessment tasks. This is documented in OneSchool as a student behaviour incident and a record of contact with the parent/carer for home based CSDE students and the school-based supervisor for school-based students, using the format for incident details as per the *Guide to Recording Behaviour Incident in OneSchool for Non-submission of Work Returns* (see Standard of Practice (SOP) 5 on SharePoint).
- Connect teachers, monitor student progress and celebrate engagement and support re-engagement.
- Subject teachers, communicate any Learning Area HoD approved changes to assessment materials including timelines to students, home tutors, school-based supervisors, exam supervisors and parent/carers, as soon as possible.

## Heads of Department

- Learning Area HoDs, are accountable for quality-assuring assessment items using Cairns SDEs Unit Planning Guidelines/Templates and P-12 Curriculum assessment and reporting framework as applicable.
- In Years Prep -10, Learning Area HoDs are responsible for ensuring that formative and summative assessment instruments are aligned with year/band plans and assessable elements of the Australian Curriculum.
- Learning Area HoDs, are responsible for implementing processes to ensure accurate and reliable marking, and for internal data collection and external reporting.
- Learning Area HoDs, are responsible for approving changes to assessment materials and timelines including due dates for each subject and advising subject teachers to implement and communicate the changes.
- Learning Area HoDs, communicate any changes to timelines to required Year Level Student Engagement Head of Department (YLSE HoD).
- Year Level Student Engagement HoDs, are responsible for monitoring student work returns including assessment tasks and initiating student wellbeing support and/or outcomes aligned with Cairns SDE attendance process.
- Year Level Student Engagement HoDs, monitor changes to assessment timelines and update school documents to reflect approved changes e.g., School Calendars.

## Parents/Carers, Home tutors and School based supervisors

- Parents/carers, home tutors and school-based supervisors are responsible for supporting and encouraging their student to complete class work, and to submit all drafts and final responses to assessment tasks by the relevant due date & time by:
  - encouraging students to complete the course
  - emphasising the importance of ethical conduct and study practices
  - supporting students to understand your expectations and those of their school
  - ensuring students understand the consequences for academic misconduct encouraging students to seek additional information and/or advice from their school if they have further questions after completing the course
  - discussing any concerns, you may have with the subject teacher
- Year 10 home tutors and parents/carers of home-based students are responsible for securing the services of an approved exam supervisor. If Cairns SDE is nominated as the exam supervisor, parents/carers are responsible for ensuring that the student attends examinations in accordance with the published WRC and/or exam timetable.
  - Supervisors of school-based students are responsible for organising and/or conducting exam supervision.
- Parents/carers, school-based supervisors and home tutors in partnership with students are responsible for informing the school of any difficulties involving the completion of assessment tasks and providing documentary evidence to support strategies recorded in the student's Personalised Learning Record (PLR).

## Work Rate Calendars

- Cairns SDE structures learning periods in an equitable manner to gather evidence of student achievement on or before the due date. Due dates for checkpoints, drafts and final responses are published in the Work Rate Calendar (WRC).
- Cairns SDE student engagement and attendance is directly linked to submission of work and assessment on or before due dates published in WRCs. Section 177 Paragraph 2 of the Education (General Provisions) Act 2006 states, *"a child enrolled in a program of distance education is taken to attend the school of distance education offering the program by completing and returning the assigned work for the program..."*

### Students are responsible for:

- Planning and managing their time to meet formative and summative tasks for assessment by **2:30pm AEST** on the due dates as per the work rate calendar
- Ensuring they are available to submit assessment and complete exams on the due date
- Informing their subject teacher as soon as possible if they have personal matters that will impact on their ability to meet assessment due dates
- All work returns must be uploaded to the relevant subject course in QLearn.

### Teachers are responsible for:

- Subject teachers, are to identify where to find the WRC in their QLearn course at the beginning of each unit to students, indicating what they will be learning, when and how they will be assessed, and when and how they will get feedback.
- Updating WRC when approved changes occur and advising students, school-based supervisors, home tutors, parent/carers immediately upon Learning Area Head of Department (HoD) approval
- Subject teachers, provide assessment tasks to students through preferred digital means that may include the subject course in QLearn.

### Learning Area Heads of Department are responsible for:

- Supervising WRCs for each subject, advising on due dates for all assessment items
- Approving WRCs prior to subject teacher's distributing them and any subsequent changes

#### Note:

- While every effort is made to ensure that these documents are accurate when published, changes to assessment due dates may be required due to unforeseen interruptions to learning time. Teachers will advise students of any changes to assessment dates as required.*
- WRCs can be found in each subject QLearn course or by application to the class teacher.*
- WRCs are based on the Queensland state school calendar and regardless of geographic location, students enrolled in a Cairns SDE subject/course must align with Queensland school terms, state of Queensland and Cairns Local Government Area public holidays and Australian Eastern Standard Time.*
- Sending paper assessment instruments will be the exception and only approved where evidence has been provided as part of a Personalised Learning Plan or for exceptional circumstances. The sending of assessment instruments by post must be approved by the Learning Area HoD.*

## Drafts

- A draft is a preliminary version of a student's response to an assessment instrument and is to be completed as outlined in the assessment instrument.
- The expectation of a draft may vary from a brief outline to a response that is nearing completion.
- A draft can be used to provide feedback on a response as well as to authenticate student work.
- Before submitting a draft, students may be required to develop an outline or discuss their approach with the class teacher, as drafts are aligned to subject and assessment technique requirements.
- Drafts may be used as evidence of student achievement in the case of illness or misadventure which results in non-submission of the final assessment. Late submission of a draft without an approved extension may mean a student is not entitled to receive feedback.

## Feedback

- Teachers provide feedback on a maximum of one draft per assessment instrument.
  - This feedback may be given in stages however final feedback is to be provide within 5 working days, provided the draft is submitted by the due date.
  - Providing feedback is not a marking process. No results will be allocated for student draft responses.

- Feedback on a draft must not compromise the authenticity of student work. For example:
  - New ideas, language or research to improve the quality of student responses will not be included in the teacher response.
  - Some key errors in spelling, grammar, punctuation and calculations, and guidance that the draft requires more editing may be included. Feedback will not edit or correct all errors in a draft.
- Feedback is provided to encourage a student to reflect on strategies they might use to refine their response. In providing feedback on a draft, teachers indicate aspects of the response that need to be improved or developed to meet the requirements of the assessment instrument and marking guide. For example, students may be advised to:
  - consider other aspects of the text, report, performance or activity they are creating or responding to
  - develop their response to show more awareness of the audience
  - give priority to the most important points by rearranging the sequence and structure of ideas
  - conduct further investigation to support an argument or communicate meaning
  - edit their response to meet task requirements such as word length or page count
  - include more accurate referencing
- Teachers may use a range of suitable strategies to provide feedback on the draft response. The strategy chosen may differ depending on the mode of response. Possible strategies include:
  - written feedback
  - verbal feedback
  - feedback provided through questioning
  - a summary of feedback and advice to the whole class

*Note: Teachers will refer to the Cairns SDE Standard of Practice (SOP) 12 'Feedback' for additional information on feedback timelines. Formative feedback within 5 working days & Summative feedback within 10 working days.*

### Non-submission of a draft

- If a draft is identified in a WRC and/or is an element of an assessment instrument, then submission of that draft by the relevant due date is compulsory. If no draft is submitted, the class teacher will contact the home tutor and/or parent/carer and an interview with the Learning Area and/or Student Engagement Head of Department may be required.

## Supports

- A range of supports are provided to students to aid the successful completion of assessment tasks by students. These processes include:
  - Asynchronous delivery, providing students with options as to how and when they access lessons.
  - Teachers providing timetabled weekly live/recorded lesson/s and are available to support students at all stages of learning and preparation for internal assessment.
  - Providing required learning materials in the QLearn courses for each subject.
- Students are supported in their completion of assessment tasks through a scaffolded approach, the purpose of which is to help students understand the process for task completion.
  - Scaffolding is gradually reduced as students move through year levels.
  - Scaffolding is inclusive of supports students receive as part of accommodations for students with strategies identified in a Personalised Learning Record (PLR).
- Checkpoints may appear as "send ins", in the WRC and support understanding to complete assessment tasks. They may demonstrate evidence of student progress toward and in the assessment task. Completion of checkpoints/send ins help teachers to:
  - monitor student progress
  - establish student authorship for authenticity purposes
  - provide students with opportunities for feedback on their progress
  - provide evidence of student work should a final assessment task not be submitted



## Completing assessment

- Assessment in Years Prep - 10 at Cairns SDE is written, taught and assessed in accordance with Cairns SDE processes aligned with the P-12 CARF and the Australian curriculum.
- Assessment can take the form of exams or assignments which can be accessed either through the QLearn course or subject teacher emails. In exceptional circumstances Learning Area HoDs may approve the use of postage.
- Completion of assessment tasks is a requirement of both attendance and for compliance with the conditions for awarding subject levels of achievement, as well as behaviour and effort comments. For students in year 10 it may be required for VET qualifications, QCE, QCIA and/or ATAR.
- Work Rate Calendars provide submission dates.

### Submission of non-supervised assessment (i.e. assignments)

- Students must submit non-supervised assessment in accordance with the instructions provided on the relevant task sheet.
- Responses must be received by the Cairns SDE class teacher by **2:30 pm AEST** on the due date (in QLearn unless otherwise directed by the subject teacher).
- Students must retain a copy of all responses, and must not edit or resave their copy of the response after it has been submitted.
- By submitting a response electronically using a unique Education Queensland username and password, students thereby declare that the response is their own work, unless otherwise acknowledged. IE QLearn, Email or OneDrive.

### Supervised assessment (i.e., examinations)

- Students in Years Prep-9 must complete supervised assessment in the presence of their home tutor, school-based supervisor or parent/carer on the date and time approved by Cairns SDE.
- Students in Years 10 must complete supervised assessment in the presence of an approved exam supervisor on the date and time approved by Cairns SDE. The supervisor is responsible for ensuring that the student adheres to the conditions of the assessment instrument, and that academic integrity is maintained.
- A list of approved supervisors is available on the Cairns SDE 'Nomination of Exam Supervisor' form, which must be completed at the time of enrolment. [CSDE Nomination of Exam Supervisor](#)
- Nominated exam supervisors must scan and return the completed assessment in line with due date/time.

### VET (Year 10)

- Assessment is the process of collecting evidence and making judgement on whether competency has been achieved, to confirm that individuals can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry training package.
- Upon completion of the assessment activity, you will be provided with feedback on the result of the assessment regarding whether you have achieved competency or not. In accordance with the principles of competency-based training and assessment, if you have been determined 'Not Satisfactory', you will be given two (2) further opportunities to be reassessed. Where you have been unable to achieve competency after three (3) assessments, your Service Facilitator will negotiate with yourself and the suitable contact to attend/complete further training (your Service Facilitator will explain this to you in more detail).

#### Re-sit Fees

- Students are encouraged to take full advantage of the support and resources available to you before submitting an assessment to ensure the best possible outcome. The Registered Training Organisation (RTO) may charge a fee if you are required to retake an assessment after three unsuccessful attempts. This is also the fee if caught plagiarising.
  - Cost: \$250

## Non-submission of assessment

- If the final response to an assessment item is not submitted by the due date and time, the student will receive a result for that assessment based on the evidence available on or before the due date and time. This result will contribute towards the determination of satisfactory completion of the unit.
- If there is not sufficient evidence available on or before the due date and time to support a judgment of achievement, the student will not receive a result for the assessment item, and will not have completed the unit.

### QCAA Short Courses (Year 10)

- When enrolled in a Short Course, students are expected to complete all course and assessment requirements. For the course of study, there must be evidence of student responses to each summative internal assessment to achieve a course result.
- Where a student does not complete the summative assessments by the end of the summative year, an exit result cannot be awarded. A student who does not receive an exit result does not gain credit for that short course towards their QCE. As a consequence, their QCE eligibility may be at risk. \*\*

### VET (Year 10)

- VET qualifications are made up of Core and Elective units of competency. In order to achieve a full VET qualification, a student must be deemed 'competent' in all units.
- Under the Standards for [Standards for RTOs 2015](#) there is a required volume of learning that must occur for each qualification level. As VET assessment is competency-based, this must be undertaken with observation of the student's developing skills and competencies by the trainer/assessor occurring over time. \*\*
- Therefore, in addition to submitting assessment tasks according to due dates, students may also need to attend and actively participate in scheduled lessons for the purpose of observation where required. A student's failure to attend lessons as required means that the trainer/assessor will not be able to observe their work, and that assessment requirements cannot be met. In the case of VET assessment at Cairns SDE, non-submission occurs when:
  - a student has not submitted training activities and assessment tasks, and/or
  - a student has not regularly attended or actively engaged in lessons as required.

\*\*When a student does not submit a response to an assessment instrument on or before the due date and time set by the school, a result for that assessment may only be awarded if there is sufficient evidence available on or before the due date (e.g. class work, a draft, rehearsal notes, screenshots of student work, teacher observations) to support a judgment of achievement against the relevant standards.

*Cairns SDE student engagement and attendance is directly linked to submission of work and assessment on or before due dates published in WRCs. Section 177 Paragraph 2 of the Education (General Provisions) Act 2006 states, "a child enrolled in a program of distance education is taken to attend the school of distance education offering the program by completing and returning the assigned work for the program..."*



## Response length

- Assessment instruments in Years Prep-10 may indicate the required length of a response as a word length, duration of time, or page count. This information is provided to:
  - indicate the depth of the response required
  - encourage conciseness of the response
  - ensure equity of conditions for all students
- If a student submits a draft response that exceeds the required length, or does not meet the minimum length, teachers will advise the student of the need to revise their response to meet the task requirements.
- If a student submits a final response to an unsupervised assessment (i.e., assignment) that exceeds the required length, teachers will not read/view the response after the required length. Teachers will:
  - mark the student's response using information up to the required length
  - annotate on the student's response where they have stopped reading/viewing
  - note that the student's response has exceeded the required length
- If a student submits a final response to an unsupervised assessment (i.e. assignment) that does not meet the minimum length, teachers will mark the student response to reflect the marking guide.
- Students must document the length of their response using a word count, page count or time, as indicated in the assessment instrument.
- If a student submits a final response to a supervised assessment (i.e., exam) that exceeds the required length, the student will be allowed to redact the response to meet the required length before a judgment is made on the evidence in the student response. No editing other than redaction is permitted.

Note:

*As assessment conditions vary across subjects and tasks, students must identify how word limit, page count and/or time are applied by referring to each specific assessment instrument.*

## Applying for early submission

- Available for situations that are of the student's or parent/carer's own choosing (e.g., sporting & performance competitions trials/auditions & training, religious activities/reasons, holidays) where there is an evidenced link with learning pathways and academic integrity can be maintained.
- For assignments student applications are made directly to the subject teacher via email. The teacher can approve early submission, where they judge that it will not impact on academic integrity. The teacher makes a record in Career/Monitoring and Review tab in OneSchool. Teacher advises home tutor, school-based supervisor and/or parent/carer.
- For examinations student applications are made directly to the subject teacher via email. The teacher can approve if after collaborating with all teachers delivering the subject, they judge that it will not impact on academic integrity. The teacher makes a record in Career/Monitoring and Review tab in OneSchool. Teacher advises home tutor, school-based supervisor and/or parent/carer.

## Applying for extension

- This process applies to checkpoint, draft and final due dates.
- Situations that are of the student's or parent/carer's own choosing (e.g. sporting & performance competitions trials/auditions & training, religious activities/reasons, holidays) are not eligible for consideration. Students should negotiate to submit their work before the due date.
- Situation not of the students' or parent/carer's choosing (e.g. illness, emergency or misadventure) that occur close to the due date are eligible for consideration.

## CSDE Guide to extensions for Years Prep -10

Asset out in the subject WRC	Australian Curriculum	VET – Yr 10	Short Courses – Yr 10
Work returns and checkpoints	<p>Work returns/Checkpoint</p> <ul style="list-style-type: none"> <li>• Before the due date, student requests via email to the <b>Subject Teacher</b> providing reason and number of days requested</li> <li>• Teacher acknowledges receipt of request as soon as possible.</li> <li>• Teacher determines if an extension will be given and all conditions including the new due date</li> <li>• Subject teacher records contact in Career/Monitoring and Review tab in OneSchool</li> </ul>	<p>Weekly Work Submission</p> <ul style="list-style-type: none"> <li>• Before the due date, student requests via email to the <b>Subject Teacher</b> providing reason and number of days requested</li> <li>• Teacher acknowledges receipt of request as soon as possible.</li> <li>• Teacher determines if an extension will be given and all conditions including the new due date</li> <li>• Teacher records contact in Monitoring and Review tab in OneSchool</li> </ul>	
Draft	<p>All assessment tasks - Draft</p> <ul style="list-style-type: none"> <li>• Before the due date, student submits via email to the <b>Subject Teacher</b> providing reason and number of days requested</li> <li>• All supporting documentation is attached with the application.</li> <li>• Subject teacher acknowledges receipt of request as soon as possible.</li> <li>• Subject teacher determines if an extension will be given and all conditions including the new due date - maximum 1 week, parent/carer is including in email response</li> <li>• Subject Teacher records contact in OS – Career/Monitoring and Review tab</li> </ul>	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Before the due date, student submits via email to the <b>Subject Teacher</b> providing reason and number of days requested</li> <li>• All supporting documentation++ is attached with the application.</li> <li>• Teacher acknowledges receipt of request as soon as possible.</li> <li>• Subject Teacher determines if an extension will be given and all conditions including the new due date - maximum 1 week, parent/carer is including in email response</li> <li>• Subject Teacher records contact in OS - Monitoring and Review tab</li> </ul>	
Formative Assessment	<p>Beginning of unit to final due date inclusive:</p> <ul style="list-style-type: none"> <li>• The student or parent/carer informs subject teacher of case of illness, emergency or misadventure and</li> <li>• Submits to subject teacher, (via email), a request for extension - providing reason and number of days requested</li> </ul> <p>Within 24 hours of receipt of email</p> <ul style="list-style-type: none"> <li>• Subject teacher determines if an extension will be given and all conditions including the new due date - maximum 1 week or by the end of the unit (cannot be extended into any holiday break), parent/carer is including in email response</li> <li>• Subject Teacher records contact in OS – Career/Monitoring and Review tab</li> </ul>	<p>VET Modules &amp; SC</p> <p>Beginning of unit to final due date inclusive:</p> <ul style="list-style-type: none"> <li>• The student informs subject teacher of case of illness or misadventure</li> <li>• The student submits, via email, an <b>Application for Assessment Extension Form</b> (the application) to the <b>Vocational Education and Training (VET) HOD</b> providing reason and number of days requested</li> <li>• Supporting documentation must be attached with the application:               <ol style="list-style-type: none"> <li>1. <i>Evidence of the student's work to date on the task must be provided with the extension application.</i></li> <li>2. <i>One supporting document from a state/commonwealth government department, police report, statutory declaration, or QCAA, "Confidential Medical Report" signed by a medical practitioner</i></li> </ol> </li> </ul>	
Summative Assessment	<p>Beginning of unit to final due date inclusive:</p> <ul style="list-style-type: none"> <li>• The student informs subject teacher of case of illness or misadventure</li> <li>• The student submits, via email, an <b>Application for Assessment Extension</b> form (the application – available on the Cairns SDE website: Curriculum) to the <b>P-3 HoD / Year 4-6 HoD / Year 7-10 Student Engagement (SE) HOD</b> providing reason and number of days requested</li> <li>• <b>Supporting documentation</b> must be attached with the application: <i>Evidence of the student's work to date on the task must be provided with the extension application.</i></li> </ul> <p>Within 24 hours of receipt of email</p> <ul style="list-style-type: none"> <li>• <b>SE HOD</b> acknowledges receipt of request</li> <li>• <b>SE HOD</b> determines, in consultation with LA HOD, if an extension will be given and all conditions including the new due date – parent/carer is included in email response</li> <li>• <b>SE HOD</b> records contact in Monitoring and Review tab in OneSchool with referral to Subject Teacher and notes in <a href="#">Student Extension Requests (SLT Teams)</a> profile</li> </ul>	<p>Within 24 hours of receipt of email</p> <ul style="list-style-type: none"> <li>• VET HoD acknowledges receipt of request</li> <li>• VET HoD determines if an extension will be given and all conditions including the new due date – parent/carer is included in email response</li> <li>• VET HOD records contact in in Monitoring and Review tab in OneSchool with referral to Subject Teacher and notes in <a href="#">Student Extension Requests</a> (SLT Teams)</li> </ul>	

### If an extension is approved

- HoD will advise the student and parent/carer of new due date for the assessment instrument
- If no response is submitted by the new due date, the most recent evidence will be graded.
- additional days identified in extension communication include weekends, public holidays, student-free days and school holidays

### If an extension has not been approved

- If, on the due date, the student has not been notified that an extension has been approved, they must submit a response to the task via the method specified on the task sheet. If an extension is later approved, the student will be able to submit a new/updated response.
- A separate Application/Extension Request must be made for each assessment item; however, the same medical certificate can be attached to each application.

## Academic integrity

Accurate judgments of student achievement can only be made on genuine student assessment responses.

### Responsibilities for establishing authorship

- Teachers, students and parents/carers have specific responsibilities for establishing authorship of responses.
- Teachers will be responsible for establishing authorship by:
  - taking reasonable steps to ensure that each student's work is their own across a range of conditions
  - actively supervising responses to collaborative tasks, including access to others' ideas and work
  - collecting evidence of the authenticity of student responses throughout the process (such as classwork, outlines, plans or a draft)
- *Students* will be responsible for establishing authorship by:
  - completing responses during the designated class time to ensure teachers are able to observe the development of work and authenticate student responses
  - participating in authentication processes as required by the school
  - signing a declaration of authenticity
  - submitting a draft
  - submitting the final response using plagiarism-detection software (year 7-10)
  - participating in interviews during and after the development of the final response
- *Parents/Carers* will be responsible for establishing authorship by:
  - supporting the efforts of teachers and students to authenticate student responses by ensuring that tutors, family members or others who support students are aware of and follow the conditions outlined on assessment tasks and consider the feedback provided by teachers on draft student responses
  - actively supervising when students have access to electronic resources

### Inability to establish authorship

- To make judgments about student achievement, schools must have sufficient evidence of the student's own knowledge and skills to match with the relevant instrument-specific marking guide (ISMG), instrument-specific standards or syllabus standards.
- Responses that are not the student's own cannot be used to make a judgment. When authorship of student work cannot be established, or a response is not entirely a student's own work, the school may:
  - provide an opportunity for the student to demonstrate that the response is their own work
  - make a judgment about the student's knowledge and skills using the parts of the response that can be identified as the student's own work.
- In these instances, judgments about student achievement are made using the available student work and relevant Marking Guides or syllabus standards.

## Appeals

- Students who wish to question a grade awarded for a task should first seek feedback from the teacher awarding the grade. Students should then consult with the Learning Area Head of Department. Students who believe that the school's Assessment Policy has not been followed may consult with the Head of Department, by submitting a Cairns SDE 'Appeal of Assessment Task Grade' form.
- The appeal must be submitted within three (3) school days of the assessment task grade being returned to the student.

## Academic Misconduct

Academic misconduct refers to instances where a student has used unfair means to obtain an advantage in an assessment task.

- Where a subject teacher identifies academic misconduct in an assignment task they will:
  - Identify the nature and extent of the misconduct (e.g. plagiarism)
  - Consult with the Learning Area Head of Department
  - Record the academic misconduct as a One School Behaviour Incident and retain the evidence
  - Inform the student and the Home Tutor by email of their concerns, providing specific examples
  - Advise student, home tutor, school-based supervisor and/or parent/guardian what measures should be taken to address/remedy the issue where this is possible. To maintain academic integrity in final (summative) assessment tasks it may not be appropriate to support a remedy.
  - Grade only the sections of the task judged to be authentic student work
- Should the academic misconduct occur and be proven in an examination (e.g., copying, access to unauthorised notes or electronic device), the student will be awarded Not Rated for the exam. This will be communicated by the subject teacher to the student, home tutor, school-based supervisor and/or parent/guardian, with evidence provided and a One School behaviour incident completed by the teacher.
- The following are examples of academic misconduct in the Cairns SDE context:
  - Cheating whilst under supervised exam conditions - such as accessing unauthorised notes or print materials;
  - accessing unauthorised materials on a computer; communicating with other students in person or by electronic means
  - Plagiarism – whereby a student completely or partially uses and/or alters another person's work without attribution.
  - Collusion – where students collaborate to produce an individual assessment task; where a student seeks and receives support, answers or information from another student; where a student knowingly makes it possible for another student to copy assessment; where a student copies the work of another student.
  - Contracting out an assessment task for payment or other arrangement or arranging for another person to complete an assessment.
  - Disclosing or receiving any information which compromises the integrity of the assessment e.g., completing an assessment task before the designated exam week and then sharing questions and/or answers electronically or in person; accessing exam material prior to the supervised exam session.
  - Obtaining unauthorised HT or Exam Supervisor help before or during the exam session



## Application for Assessment Extension: Years Prep - 10

Required for requests for extension for **Summative assessment tasks (inclusive of exams)**.

This form should be submitted before the due date. In exceptional circumstances, the form may be submitted up to 2 days after the due date.

- ✓ **Supporting evidence of work completed to date must be included with this application**
- ✓ **This document must be completed & assessed alongside the Cairns SDE Prep - 10 Assessment Policy**

### Part A. To be completed by student &/or home tutor/parent and emailed to:

Years P - 3 HoD - <a href="mailto:StudentEngagement_Prepto3@cairnssde.eq.edu.au">StudentEngagement_Prepto3@cairnssde.eq.edu.au</a>	Years 4 - 6 HoD <a href="mailto:StudentEngagement_yr4to3@cairnssde.eq.edu.au">StudentEngagement_yr4to3@cairnssde.eq.edu.au</a>
Years 7- 9 Student Engagement HoD - <a href="mailto:StudentEngagement_yr7to9@cairnssde.eq.edu.au">StudentEngagement_yr7to9@cairnssde.eq.edu.au</a>	Year 10-12 Student Engagement HoD - <a href="mailto:StudentEngagement_yr10to12@cairnssde.eq.edu.au">StudentEngagement_yr10to12@cairnssde.eq.edu.au</a>

Student Name:	Subject and Task		Year Level:	Class Teacher	Due Date
Subject / Task	1.				
Subject / Task	2.				
Subject / Task	3.				
Subject / Task	4.				
Subject / Task	5.				
Subject / Task	6.				
Extension reason/s Refer to page 9 for reasons not supported					
Requested Extension Date:	1.		2.		
	3.		5.		6.
Student Signature	Date:				
Parent/Carer Signature	Date:				

### Part B. To be completed by Learning Area Head of Department (P-6 or Years 7-10)

Date & time application received:			
Supporting documentation received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note/s:
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note/s:
Extension Approved	Extension submission due date/s:		
HoD Digital Signature	Date advised:		

**Years 7-10: A copy displaying Head of Department approval of this form must be attached to the assessment task when submitted.**

All dates & times are based on local time and date: Cairns, Queensland, Australia (Australian Eastern Standard Time)



## School-based Year 5 - 12 Application for Assessment Extension

Required for requests for an extension for Formative and Summative Assessment only (inclusive of Exams).

This form should be submitted on or before the due date. In exceptional circumstances, the form may be submitted up to 2 days after the due date.

**Supporting evidence of the work completed by the student to date, must be attached to this application - refer to Assessment Policy. School-based supervisor to attach approved AARA (for Year 12 Internal Assessments) or other supporting documentation.**

**Part A. To be completed by student & school-based supervisor and emailed to:**

[Head of Department School-based Chinese, Indonesian, Italian and General subjects \(Years 5 – Year 12\)](#)  
[Head of Department School-based French, German, Japanese, Spanish \(Years 5 – Year 12\)](#)

<b>Student Name:</b>		<b>Year Level:</b>
<b>Base School Name:</b>		
CSDE Subject & Class Teacher		
Assessment Task		
Due Date of Assessment		
Extension reason/s:		
	Requested extension date:	
Student Signature		Date:
School-based Supervisor Name		Date:
School-based Supervisor Signature		

**Part B. To be completed by Head of Department: School-based Enrolments (Year 5 – 12)**

Date & time application received:			
Supporting documentation received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note/s:
Extension Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note/s:
	Extension submission due date:		
School-Based Enrolments HoD digital signature		Date Advised:	

**A copy displaying School-based Enrolments HoD approval of this form must be attached to the assessment task when submitted.**

All dates & times are based on local time and date: Cairns, Queensland, Australia (Australian Eastern Standard Time)





## Appeal of Assessment Task Grade Prep -10

This form must be submitted to the Learning Area Head of Department no later than three (3) school days after you have received your assessment result.

### Part A. To be completed by student

Student Name	
Year Level	
Subject code & class teacher	
Assessment Task	
Assessment Result	
Date Assessment Task was received	
Reason/s for re-marking request	
Student Signature	Date:
Parent/Carer Signature	Date:

### Part B. To be completed by Learning Area Head of Department

Approval Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note/s:
Subject Teacher's digital signature	Date:	
Learning Area HoD digital signature	Date:	

**An approved copy of this form must be attached to the appealed assessment task.**

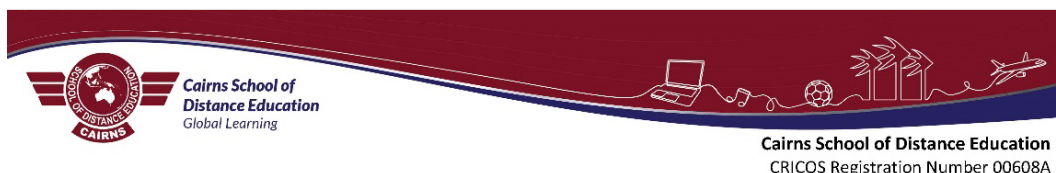
All dates & times are based on local time and date: Cairns, Queensland, Australia (Australian Eastern Standard Time)



## Exam Supervisor Nomination – Year 10 only

The current version of this document can be accessed through the school’s website:  
[Link to document](#)

Figure 1. Screen shot of Exam Supervisor Nomination form



### Nomination of Exam Supervisor

#### Privacy Statement

The Department of Education is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration ) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child’s school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child’s school in the first instance.

#### Required for all students in Years 10, 11 and 12

The Cairns School of Distance Education requires that a **responsible, unrelated adult** supervise your student during summative. Alternatively, students may request to sit their exams at Cairns School of Distance Education.

*NB. This requirement is subject to change based on QCAA policies.*

Name of Student		Date of Birth	Year Level
Subjects to be Examined			
1.		4.	
2.		5.	
3.		6.	
Supervisor Details			
Supervisor Name		Occupation	
Postal Address			
Email Address			
Phone Number		Fax Number	
Signature of Exam Supervisor		Date	

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