

*Colum*

State High School

**COOLUM STATE HIGH  
SCHOOL**

**ASSESSMENT POLICY**



Care Respect Excellence

## **1.0 INTRODUCTION**

Assessment is important in measuring a student's progress in a subject and forms an integral part of a course of study.

Students are expected to complete all assessment for all of the subjects in which they are enrolled. Assessment may take many forms and may include class work, homework, practical work, assignments, oral or multimedia presentations, digital tasks, performances or physical activities, folios of work, workplace observation, physical products and exams. Assessment may be diagnostic, formative or summative in nature.

### **1.1 RESPONSIBILITIES**

- Students are responsible for completing all assessment items.
- Students are responsible for submitting drafts by the draft date.
- Students are responsible for submitting assignments by the submission date.
- Students are responsible for attending on exam days.
- Students are responsible for performing or participating in group tasks on the due date.
- Class teachers are responsible for providing assessment opportunities and monitoring student progress as well as providing meaningful feedback to students in a timely manner.
- Class teachers are responsible, in the case of non-submission of drafts by the draft date, or the final copy by the due date, for calling parents to inform them.
- The class teacher is also responsible for adding the incident of academic misdemeanor (non-compliance with routine) in OneSchool if a draft is not submitted specifying the subject, assessment item and draft date.
- Students are responsible for checking draft dates and final submission dates and ensuring they will have their tasks completed on time and can submit the assessment task in the required manner. In the case of exams, students are responsible for being prepared for the exam on the exam date.
- Coolum State High School is responsible for ensuring that the Student Assessment Policy is clearly explained to parents and students.
- Coolum State High School is responsible for ensuring that students and parents are notified if changes to the assessment policy are made.

### **1.2 ASSESSMENT CALENDAR**

Within the first three weeks of each semester an assessment calendar will be published and will be available to all students. The assessment calendar outlines the assessment instruments to be undertaken and when they are to occur, including draft dates and assignment submission dates.

In rare situations it may be necessary to alter assessment dates and changes will be made in consultation with the relevant Head of Department and will be communicated to all students concerned as soon as possible.

## **2.0 ASSIGNMENTS**

An assignment includes any written or practical work, oral, multimedia or digital presentation, which is part of the course of study and is wholly or partially completed outside the classroom. It contributes towards awarding levels of achievement.

- 2.0.1 Assignments should enhance student learning and widen student experiences. An assignment should be related to work pursued in class, either just prior to the assignment or concurrently - students should not be expected to complete an assignment without explicit teaching of the required knowledge and skills.
- 2.0.2 The completion of the assignment should follow a process, which is supervised by the teacher, partly so that the teacher can check on authorship (assignments must be the student's own work), give feedback via drafts and ensure that work is progressing.
- 2.0.3 The genre should be explicitly taught eg structure and language features of extended writing text.
- 2.0.4 Students will be provided with a draft date that is at least one week before the submission date.

## 2.1 TASK SHEETS

All assignments will have a task sheet provided to students that outlines:

- The task to be completed and the conditions, including length, time etc.
- The criteria upon which the task will be assessed.
- A draft date by which the teacher must have received a draft version of the assignment from the student. The draft date will be at least one week prior to the final submission date.
- A due date, which is the final date on which the assignment must be submitted.
- A submission method, which will detail the way in which the draft and final copy are to be submitted.

## 2.2 SUBMISSION OF ASSIGNMENTS

- 2.2.1 The class teacher will ensure that meaningful feedback on the draft is provided to the student in a timely manner for drafts submitted on or before the draft date. The class teacher will attempt to provide suitable feedback for drafts submitted after the draft date. This feedback may be provided as digital feedback in Turnitin, in written form, emailed feedback or face-to-face feedback. Feedback should provide scope for the student to improve their work and be provided to ensure the student has adequate time to make those improvements.
- 2.2.2 If a draft is not sighted by the teacher by the draft date, the teacher will take all reasonable steps to contact the parent on, or immediately after, the draft date and arrangements made for the draft to be completed in the student's own time. The teacher will take all reasonable steps to ensure that a draft is submitted by the student before the date for final submission.
- 2.2.3 The varied nature of assignment tasks means that they may be submitted in a number of different ways. The method of submission will be explained by the teacher and clearly stated on the task sheet. **STUDENTS MUST SUBMIT IN THE REQUIRED MANNER.**
- 2.2.4 Assignments in the Junior School (Years 7, 8 and 9) are to be submitted to the class teacher in the first lesson of that class for the week. Submission must be made in the manner outlined on the task sheet. This may include:
- Digital submission through Turnitin (turnitin.com)
  - Digital submission by USB for large files
  - Submission of a printed document directly to the class teacher.
  - Both digital AND printed submission.
  - *In emergencies only*, a student can submit an assignment via email to the teacher.
- 2.2.5 Assignments in the Senior School (Years 10, 11 and 12) are to be submitted in the manner specified on the task sheet by **3pm on Thursday**. Depending on the task, submission may be:
- Digital submission through Turnitin (turnitin.com)
  - Digital submission by USB for large files or folios of digital work.
  - Submission of a printed document into the assignment box in the library.
  - Both digital AND printed submission.
  - *In emergencies only*, a student can submit an assignment via email to the teacher.
- 2.2.6 Criteria sheets must be handed in with every assignment.
- 2.2.7 Students may submit assignments before the due date.

## 2.3 EXTENSIONS

Extensions may be necessary for some students on rare occasions because of circumstances beyond the student's control.

2.3.1 Only the relevant Head of Department can approve extensions.

2.3.2 Extension request forms are provided by the class teacher, Head of Department or accessed on the Year Level Portal on the Learning Place. The extension request form must be completed by the student and signed by the parent/guardian and class teacher on or before the due date. Class teachers cannot authorise extensions.

2.3.3 Extensions will be granted only where a legitimate reason exists and when application for the extension is made on or before the due date:

- Illness up to and including the due date – a medical certificate is required prior to the due date for years 10, 11 and 12 students. The medical certificate should specify the dates on which the student was unfit to work on the assessment item.
- Illnesses related to mental health for students in Years 10, 11 and 12 will also require medical documentation and if the mental health issue continues beyond one assessment item or assessment period, it requires a full mental health management plan to be in place. It is the parent's responsibility to liaise with mental health professionals and advise the school Guidance Officer of the plan.
- For ALL students in Year 7 – 12, parental contact must be made with the relevant Head of Department, Deputy Principal and/or Guidance Officer to inform them of the circumstances requiring an extension.
- Special circumstances eg. family emergency, bereavement or other significant circumstance beyond the student's control – parental contact must be made with the Deputy Principal, Principal or Guidance Officer on or before the due date.
- In Year 12, no extensions may be possible in term 4 due to QCAA cutoff dates for completion of work.
- In Year 10, 11 and 12 student-nominated extensions (yellow card extensions) can be applied for. These extensions do not cover group tasks or any assessment in term 4 of Year 12. (See 2.4)
- **Computer or internet issues are not considered valid reasons for failure to submit an assignment by the due date. Students should always make a backup of their work. It is the student's responsibility to do this.**
- If an extension is approved, the Head of Department will inform the student and teacher of the new submission date. The extension request form will be given to the class teacher to be included with the assignment. The student must submit the assignment on or before the new submission date in the manner indicated by the Head of Department. The Head of Department will add the extension to OneSchool with the category identified as Other, specifying the subject, assignment and new due date and refer it to the Year Level team.
- Students should apply for extensions only when absolutely necessary. Attempts by a student to frequently apply for extensions, indicates that there are more serious problems that the student may need support to address.

## 2.4 STUDENT-NOMINATED EXTENSIONS (YELLOW CARD EXTENSION)

In Years 10, 11 and 12, students have the option to gain two extensions in a school year without requiring medical or other documentation. However the student must apply for these extensions before the draft or due date. These two extensions recognise that in the lives of students there may be rare circumstances that mean they find themselves short of time to complete a draft or an assignment in the required time. The student-nominated extensions are automatically available for all Year 10, 11 and 12 students and can be used at any time, except for the final term of Year 12.

- At the start of the year each student in Year 10, 11 and 12 will be given two yellow cards. The student should safeguard these cards carefully. Each card contains a unique number that is matched to a number in a database against the student's name, so cards cannot be copied or traded.
- A student applying to use such an extension must complete the extension form and attach their yellow card.
- The extensions can be used for drafts or final submission of assignments. If used for both the draft and final submission of a single assignment, both extensions are considered to be used.
- A student-nominated extension only provides two extra school days' time. An assignment due on Thursday at 3pm would instead be due on Monday at 3pm.
- An extension used for a draft does not alter the final submission date unless a second extension is used as well.
- A student-nominated extension cannot be used with any other type of extension (eg. Medical, Emergency etc.)
- A student-nominated extension can only be used for individual assignment tasks and cannot be used for any tasks involving group work, group performance or group presentation or tasks that involve external providers or assessors.
- If the extension results in a different submission method being required, the teacher will inform the student of the new method of submission.
- The extension must be requested BEFORE the draft date or due date. It cannot be requested afterwards.
- The extension will be recorded by the Head of Department in OneSchool as an extension request and referred to the Year Level team. The senior schooling Head of Department will monitor student-nominated extensions and inform students and teachers by email when students have used their yellow card extensions.
- The student may only use two such extensions in the school year.
- Student-nominated extensions are not transferable to other students and are not transferable to the following school year. They expire at the end of the current school year if they are unused by the student.
- A student-nominated extension is considered used once the student has applied for it. An extension cannot be partially used (for example by submitting an assignment one day late, even though the extension allows for two days).

## **2.5 NON-SUBMISSION OF DRAFTS AND ASSIGNMENTS**

Non-submission of drafts and final versions of assignments can greatly affect a student's academic progress.

- 2.5.1 Non-submission of a draft, without an approved extension, will result in the teacher contacting the parent/guardian and arranging a time and manner for the student to complete the draft outside of normal class time. The class teacher will record the academic misdemeanor in OneSchool and refer it to the Head of Department for the subject and the relevant student managers. The class teacher has a responsibility for making every reasonable effort to ensure that a draft is submitted before the final submission date.
- 2.5.2 Non-submission of a final copy of the assignment, without an approved extension, will result in the student being awarded a mark for the draft that was submitted.
- 2.5.3 In the uncommon situation where neither a draft or final copy are submitted, the parent/guardian will be called by the class teacher to develop a process to ensure that the assignment is completed and the student and parent/guardian are aware of the consequences of ongoing non-submission. The class teacher will add the contact to OneSchool, specifying the subject, assessment item and due date and refer it to the year Level team.

- 2.5.4 In the senior school (Years 10, 11 and 12) failure to submit a draft or final copy by the due date will also trigger action related to cancellation or reengagement as per the Senior Student Management Plan. (see 2.5.7, 2.5.8 and 2.5.9 below)
- 2.5.5 In years 7, 8 and 9 a student who fails to submit a draft by the draft date will complete it in breaks with the class teacher and the parent will be contacted by the class teacher.
- 2.5.6 In years 7, 8 and 9, a student who fails to submit a final copy by the due date will receive a result based on the evidence for that task submitted on or before the due date.
- 2.5.7 In Years 11 and 12, a student who fails to submit a draft by the draft date will be notified that they will enter into the pre-cancellation stage of the Senior Student Management Plan. A letter will be sent to the parent/guardian by the student manager informing them of this fact.
- 2.5.8 In Year 10, a student who fails to submit a draft by the draft date will be notified that they have been entered into the pre-reengagement stage of the Senior Student Management Plan. A letter will be sent to the parent/guardian by the student manager informing them of this fact.
- 2.5.9 In Years 11 and 12, a student who fails to submit a final draft by the submission date will be notified that they have entered stage one of the cancellation process of the Senior Student Management Plan. An interview will be arranged by the student's manager and conducted by the Senior School Deputy Principal to inform the parent and student of the support, monitoring and expectations at this stage of the process. This stage of the process provides a serious warning to parent/guardian and student in Year 11 and 12 that the student's enrolment is at risk of being cancelled within one month unless significant changes are made.
- 2.5.10 In Year 10, a student who fails to submit a final draft by the submission date will be notified that they have been entered into stage one of the reengagement process of the Senior Student Management Plan. An interview will be arranged by the student's manager and conducted by the Senior School Deputy Principal to inform the parent and student of the support, monitoring and expectations at this stage of the process. This stage of the process provides a serious warning to parent/guardian and student that the student is at risk of being directed to reengagement or other pathways within one month unless significant changes are made.

## **2.6 NON-SUBMISSION OF VOCATIONAL EDUCATION AND TRAINING ASSESSMENT**

In Years 10, 11 and 12, Vocational Education and Training (VET) certificate courses frequently have ongoing assessment in order for students to demonstrate competency in each of the modules that make up the course. It is also important that students are maintaining a suitable work rate to ensure they will complete it by the end date of the certificate course. *The following points do not relate to achievement of competency itself, but rather to submission of work which allows the teacher or RTO to judge if competency has been achieved. The student may need to revisit some assessment tasks at a later time in order to achieve competency.*

- 2.6.1 Non-submission of work by the expected completion date for a module or task will be treated in the same way as non-submission of a draft in other subjects. The teacher will call the parent/guardian and a plan arranged for the student to catch up to the expected work rate. The teacher will record the academic misdemeanor in the student's record in OneSchool and refer it to the Head of Department for the subject and the relevant student managers.
- 2.6.2 In year 10, a student who fails to submit VET course work by the expected date for completion will be notified that they have been entered into the pre-reengagement stage of the Senior Student Management Plan. A letter will be sent to the parent/guardian informing them of this fact. These stages

of the process provide a warning to parent and student of the school's concern about the student's academic welfare and the need for the student to modify their effort.

- 2.6.3 In Years 11 and 12, *a student who fails to submit VET course work by the expected date for completion* will be notified that they have been entered into the pre-cancellation stage of the Senior Student Management Plan. A letter will be sent to the parent/guardian informing them of this fact. These stages of the process provide a warning to parent and student of the school's concern about the student's academic welfare and the need for the student to modify their effort.
- 2.6.4 *If on a second occasion a student in Years 11 and 12 fails to submit VET course work by the expected date for completion*, the student will be notified that they have entered stage one of the cancellation process of the Senior Student Management Plan. An interview will be arranged by the student's manager and conducted by the Senior School Deputy Principal to inform the parent and student of the support, monitoring and expectations at this stage of the process. This stage of the process provides a serious warning to parent/guardian and student in Year 11 and 12 that the student's enrolment is at risk of being cancelled within one month unless significant changes are made.
- 2.6.5 *If on a second occasion a student in Year 10 fails to submit VET course work by the expected date for completion*, the student will be notified that they have entered stage one of the reengagement process of the Senior Student Management Plan. An interview will be arranged by the student's manager and conducted by the Senior School Deputy Principal to inform the parent and student of the support, monitoring and expectations at this stage of the process. This stage of the process provides a serious warning to parent/guardian and student in Year 10 that the student is at risk of being directed to reengagement or other pathways within one month unless significant changes are made.

## **2.7 PLAGIARISM**

Students who plagiarise (copy) the works of others will be penalised. When it is evident that a student has copied from published sources without acknowledging those sources, no credit will be given for this portion of the assignment. The assignment will be marked as if that portion of the assignment was not present.

## **2.8 CHEATING**

- 2.8.1 Work presented is to be a student's own work and is not to be copied by other students.
- 2.8.2 Where it is evident that students have identical work and have worked together or where one student has copied from another student, then the teacher will notify the Head of Department and a process of investigation will be initiated. This process may include contact with parents. Each case will be dealt with on an individual basis and any academic misdemeanor will be recorded in OneSchool.

## **2.9 GROUP ASSESSMENT TASKS**

The ability to work effectively in groups is an important skill for students to develop. Working in groups develops a student's sense of teamwork, fairness, commitment and time management. Completing assessment tasks in groups is part of this development. A teacher may allow students to form their own groups or may assign members to a group. The teacher may also determine the size of each group.

- 2.9.1 Assessment will take place in class time during the submission week where possible or at a time designated by the teacher in negotiation with the class/cohort.
- 2.9.2 Conditions should be made as consistent as possible so that no group is advantaged:
- All groups are to be ready to present or perform on the due date.
  - The teacher may choose to randomly draw group names to ensure fairness but a group may choose to perform first. The teacher will discuss with the class a method used to determine an order for groups to present and perform.

- Any written components of the task must be submitted on the due date, regardless of when the performance or presentation takes place.

2.9.3 If a student is absent on the date of performance or presentation:

- The absence must be justified by medical certificate in Years 10, 11 and 12 on the date or prior to the absence.
- For all students in Years 7 – 12 the parent should contact the school to inform of the student's absence on the day.
- The remaining members of the group may still have to perform or present.
- The student who is absent will be required to negotiate a date for assessment with the teacher and other group members on their first date of return.
- Extended absence may result in a group task being completed without the absent student, in which case the absent student may need to perform or present a different or modified task. Other group members' results should not be penalised due to one student's absence.
- Student-nominated extensions cannot be used for group assessment tasks.

### 3.0 EXAMS

Exams are an important assessment tool in measuring a student's ability to demonstrate knowledge and skill without assistance and with a time limit.

- An exam or test is any item of written or practical work, or presentation that occurs in exam conditions during school time. Exams may be diagnostic, formative or summative. Note that standardized testing such as NAPLAN, external assessment items conducted by the QCAA or other agencies and Queensland Core Skills Test may have their own special conditions that apply.
- Exams may occur at any time of the school year.
- Assessment blocks at the end of terms will be scheduled so that a student will have a maximum of two exams on any one day.

### 3.1 CONDITIONS

Strict exam conditions help ensure fairness for all students and provide a calm, quiet and ordered environment in which students can perform at their best.

- 3.1.1 Exam conditions will be strictly monitored for all students in Years 7 – 12. Only approved equipment may be brought into an exam room. No mobile phones, iPods, earphones or smart watches are to be brought into an exam room. Supervisors will strictly enforce this rule. Students may choose to give these items to the supervisor for safekeeping if they wish but any electronic devices must be switched off.
- 3.1.2 Papers will be distributed so that all students begin work at the same time.
- 3.1.3 Students may not talk to or communicate with other students once they enter the exam room. The supervisor will record details of any attempts to talk or communicate and may do so on the front of the student's paper.
- 3.1.4 Students may not borrow equipment from other students during the exam.
- 3.1.5 Students are to raise their hand and wait quietly if they require the attention of the supervisor. Supervisors will not provide any help in completing the test or in explaining how to attempt parts of the test.

- 3.1.6 Students are required to remain in the exam room until permitted by a supervisor to leave. Students may request to leave the room to visit the toilet or for medical reasons but will not be given extra time to complete the exam unless this has been prearranged and supported by medical documentation.
- 3.1.7 In exceptional circumstances, at the supervisor's discretion, extra time may be permitted because of events beyond the students' control. The supervisor will document the circumstances and the extra time given.
- 3.1.8 Students may bring in water in a clear container and store it on the floor beside their desk.
- 3.1.9 If there are medical circumstances (eg. Discomfort from injury, anxiety, vision problems) that require a change in seating or other conditions for a student, the supervisor should be informed well before the test begins.
- 3.1.10 The room is to be arranged so that students, where possible, are separated and arranged in rows.

### **3.2 ABSENCE FROM EXAMS**

Students who do not attend school on test days will be given an opportunity to sit the exam if:

- A medical certificate is provided for senior students (Years 10, 11 and 12)
- An extreme emergency (ie bereavement occurs and is documented)
- a prior negotiation for a legitimate reason has been made to the Deputy Principal or Guidance Officer and approved and communicated by them to the Head of Department and teacher.
- The parent/guardian of any student (Years 7 -12) must contact the school on the day of the exam to inform of the student's absence and reason for the absence.
- Parents must inform the school if students are absent on holidays at any time throughout the year.
- Students who miss an exam are to see the teacher on the day of return to school to negotiate completion of the exam.
- Students who have no valid reason for missing an exam will still be required to sit the exam but may receive no credit for it. This may include sitting an alternate exam. And in Year 10, 11 and 12 may trigger aspects of the Senior Student Management Plan.
- Student-nominated extensions cannot be used for exams.

### **3.3 CHEATING IN EXAMS**

Cheating is a major academic misdemeanor. In instances where a student is suspected of cheating, in the interests of fairness to all students, the school has a responsibility to act:

- 3.3.1 The source of cheating will be removed.
- 3.3.2 The exam supervisor will note on the student paper that cheating has occurred.
- 3.3.3 The student will keep working.
- 3.3.4 The supervisor will report the incident to the Head of Department as soon as possible.
- 3.3.5 The Head of Department will initiate discussions with the relevant Deputy Principal, parents and the student. Each case will be dealt with on an individual basis and any academic misdemeanor will be recorded in OneSchool. After the investigation, a behaviour consequence may be applied. If the cheating has compromised the fairness of the whole exam, the student may need to sit an alternate exam.

### **3.4 DISRUPTION OF EXAMS**

Disruption of an exam by a student or students is a major breach of the school behaviour policy. All students should have the opportunity to complete an exam in a calm, quiet and ordered environment. In instances where a student in the exam room is disruptive:

- In the first instance, the student will be asked to stop the disruption.
- In the second instance the supervisor may arrange for the student to complete the test elsewhere under supervision or at a different time under supervision if necessary.
- The supervisor will record the incident in OneSchool and make contact with the parent/guardian. Further consequences may be applied.

### **3.5 SUPERVISION OF EXAMS**

- 3.5.1 The exam supervisor must mark a roll (either electronic or paper) to identify which students were present for the exam.
- 3.5.2 All supervisors should actively supervise exams. This will involve regular movement around the room.
- 3.5.3 Exam time limits should be enforced to ensure fairness to all students. Only in exceptional circumstances should extra time be permitted.
- 3.5.4 If students ask for assistance, supervisors will direct the student to the exam paper and will not provide assistance in understanding items on the test or completing any part of the test.
- 3.5.5 If a student becomes ill during an exam and is unable to continue, the paper will be collected and a note made on it by the supervising teacher. The student may need to sit an alternate exam at a later time.
- 3.5.6 Any corrections or changes to the test paper should be read to all students and then displayed on the whiteboard in the exam room.
- 3.5.7 In any situations where a disruption or event causes the students to not have the required time, the supervisor will, as soon as practical consult with the Head of Department.
- 3.5.8 The supervisor is responsible for ensuring the safe collection of exam papers and other materials at the conclusion of the exam and for ensuring that the completed and spare test papers are returned directly to the class teacher.

### **4.0 SPECIAL CONSIDERATION**

In the case of extended absences, or extenuating circumstances as determined by Administration and Guidance staff and communicated to the class teacher and Head of Department, a level of achievement may be determined commensurate with evidence obtained from other assessment instruments that the student has completed.

#### **4.1 SPECIAL CONSIDERATION – GENERAL**

Special consideration will be considered on an individual basis and should include documentation to be provided by medical or mental health practitioners, guidance officers or specialist support staff. When special consideration is applied, the guidance officer will inform teachers of the relevant conditions to be applied, the duration of those conditions and any other information relevant to the teacher being able to assess and report on the student in a fair and valid way.

#### **4.2 SPECIAL CONSIDERATION – SPECIAL EDUCATION**

Any adjustments or modifications to assessment should be made in consultation with the Head of Department for the subject and the student's case manager, in accordance with the student's individual education plan.



(Date) .....

Dear Parent/Guardian

**DRAFT NOT SUBMITTED - NOTICE OF PRE-REENGAGEMENT STAGE, SENIOR STUDENT MANAGEMENT PLAN**

Student's Name.....

Home Group.....

This notice is to inform you that your son/daughter did not submit a draft for the following assignment.

Subject .....

Assignment .....

Draft Date .....

Due Date .....

The Coolum High School Assessment Policy states that students must submit a draft to guarantee authorship of the work, to gain feedback for improvement and to ensure that work is progressing satisfactorily. A draft must be sighted by the class teacher during the draft week.

Failure to complete assessment seriously disadvantages your child's academic progress.

Additionally, your child is now at the pre-reengagement phase of the Senior Student Management Plan. Another incident in which your child fails to submit a draft or fails to submit a final copy of an assignment, will result in him/her moving to stage one of the reengagement process.

You should have been contacted by your child's class teacher to inform you of the non-submission of the draft and to make arrangements to get the draft submitted.

We would be happy to meet with you to discuss your child's progress in the senior school. If you would like to discuss your son's/daughter's progress with me, please contact me on 5471 5333 or email me.

Yours faithfully

Student Manager

Deputy Principal Senior Secondary



(Date) .....

Dear Parent/Guardian

**DRAFT NOT SUBMITTED - NOTICE OF PRE-CANCELLATION STAGE, SENIOR STUDENT MANAGEMENT PLAN**

Student's Name.....

Home Group.....

This notice is to inform you that your son/daughter did not submit a draft for the following assignment.

Subject .....

Assignment .....

Draft Date .....

Due Date .....

The Coolum High School Assessment Policy states that students must submit a draft to guarantee authorship of the work, to gain feedback for improvement and to ensure that work is progressing satisfactorily. A draft must be sighted by the class teacher during the draft week.

Failure to complete assessment seriously disadvantages your child's academic progress.

You should have been contacted by your child's class teacher to inform you of the non-submission of the draft and make arrangements to get the draft submitted.

Additionally, your child is now at the pre-cancellation phase of the Senior Student Management Plan. Another incident in which your child fails to submit a draft or fails to submit a final copy of an assignment, without an approved extension, will result in him/her moving to stage one of the cancellation process.

Yours faithfully

Student Manager

Deputy Principal Senior Secondary



(Date) .....

Dear Parent/Guardian

**ASSIGNMENT NOT SUBMITTED - NOTICE OF STAGE ONE OF SENIOR STUDENT MANAGEMENT PLAN**

Student's Name.....

Home Group.....

This notice is to inform you that your son / daughter did not submit the final copy for the following assignment.

Subject .....

Assignment .....

Draft Date .....

Due Date .....

As stated in the Coolum State High School Assessment Policy, when a final copy of an assignment is not submitted without an approved extension, the student will be awarded a mark for the draft that has been received.

Failure to complete assessment seriously disadvantages your child's academic progress.

Additionally, it places your child at State One of the Senior Student Management Plan. This requires an interview between the deputy principal, yourself and your child to put in place support and monitoring to ensure that he/she is able to successfully continue as a senior student at Coolum State High School. It may also be a time to discuss other pathways options for your child. After the interview, your child will begin a one month period of support and monitoring after which progress will be reviewed.

You should have been contacted by your child's class teacher to inform you of the non-submission of the assignment and informing you that your child will be graded on the draft that was submitted.

**The Deputy Principal or myself as the student manager will be in touch with you to arrange an interview time. If an interview cannot be satisfactorily arranged, the one month period of support and monitoring will automatically begin one week from the date of this letter.**

Yours faithfully

Student Manager

Deputy Principal Senior Secondary



## EXTENSION APPLICATION – YEARS 10, 11 AND 12

### STEPS -

1. See the Head of Department about requesting an extension before the due date.
2. Fill in the form and have it signed by your parent/guardian and teacher.
3. Attach relevant information eg medical certificate or other documentation or yellow card. (Note: yellow cards cannot be used for group tasks. Maximum 2 per year.)
4. Return this form to the Head of Department prior to the due date.

Student's Name..... Home Group.....

Teacher..... Subject.....

Assessment Task/Topic: .....

I am applying for extension to (please tick):  Draft Date  Final Submission Date

Current Draft Date..... Current Due Date.....

REASON FOR APPLYING FOR EXTENSION (tick and attach relevant documentation):

- Medical  Family  Other: .....
- Student-nominated (attach Yellow Card – maximum 2 per year)

Parent Signature .....

Teacher Signature.....

<p><b>HOD APPROVAL GRANTED</b></p> <p>YES / NO</p> <p>Reason:.....</p>
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**NEW DRAFT DATE:** ..... **NEW SUBMISSION DATE:** .....

HOD Signature: ..... Date Approved: .....  Add to OneSchool

**NOTE: Yellow card extensions cannot be granted for group tasks or for any assignments in Term 4 of Year 12.**

### EXTENSION APPROVAL (to be attached to assessment item)

Student's Name..... Home Group.....

Assessment Task/Topic .....

**NEW DRAFT DATE** ..... **NEW SUBMISSION DATE** .....

HOD Signature: ..... Date Approved: .....



## EXTENSION APPLICATION – YEARS 7, 8, AND 9

### STEPS -

1. See the Head of Department about requesting an extension before the due date.
2. Fill in the form and have it signed by your parent/guardian and teacher.
3. Attach relevant information eg medical certificate or other documentation or yellow card. (Note: yellow cards cannot be used for group tasks. Maximum 2 per year.)
4. Return this form to the Head of Department prior to the due date.

Student's Name..... Home Group.....

Teacher..... Subject.....

Assessment Task/Topic: .....

I am applying for extension to (please tick):     Draft Date                       Final Submission Date

Current Draft Date..... Current Due Date.....

REASON FOR APPLYING FOR EXTENSION (tick). Parental contact is required for all extension applications.

Medical                       Family                       Other .....

Parent Signature .....

Teacher Signature.....

<b>HOD APPROVAL GRANTED</b>
<b>YES / NO</b>
Reason:.....

**NEW DRAFT DATE:** ..... **NEW SUBMISSION DATE:** .....

HOD Signature: ..... Date Approved: .....  Add to OneSchool

**EXTENSION APPROVAL**  
(to be attached to assessment item)

Student's Name..... Home Group.....

Assessment Task/Topic .....

**NEW DRAFT DATE** ..... **NEW SUBMISSION DATE** .....

HOD Signature: ..... Date Approved: .....