



Kawana Waters State College

Respect Excellence Diversity Enjoyment

Junior Secondary Assessment Protocol: Exams

EXAMS	TEACHERS:	STUDENTS:	PARENTS;
Before exam	<ul style="list-style-type: none"> Use QCAA 7-12 Policies and Principles of assessment to design assessment programs and make judgments about the standards achieved by their students. Engage in KWSC Moderation (Before After After End Model) Notify students of upcoming exam. Support students using relevant differentiation to engage in learning and a regular routine of study. Outline appropriate materials and conditions for exam. Support students to track their progress on relevant learning goals. 	<ul style="list-style-type: none"> Engage in learning and a regular routine of study. Record key dates as per assessment schedule. Plan and manage time to prepare and study for exam. Organise appropriate materials for exam. Inform class teacher if there are concerns about the exam including possible absences. 	<ul style="list-style-type: none"> Support child to record and adhere to key dates as per assessment schedule. Encourage child to engage in learning and a regular routine of study. Inform class teacher of any difficulties relating to the learning and/or exam. If there is a known absence and student will be absent for scheduled exam complete and submit an “Application for Extension / Special Provisions Form”, at least two (2) school days prior to the exam to organise an alternate Exam time. If Special Provisions are required complete and submit an “Application for Extension/Special Provisions Form”, at least five (5) school days prior to the exam. Provide the school with relevant documentation, e.g. medical certificate. <i>(See Access arrangements and reasonable adjustments, including illness and misadventure (Extensions, Alternate Exam and Special Provisions in Junior Secondary Assessment Policy))</i>
During exam	<ul style="list-style-type: none"> Ensure students maintain exam conditions for the entire duration of the exam. Indicate time checkpoints for exam on the board for students. Deal with inappropriate behaviour as per KWSC Behaviour Expectation Policy. Ensure time allocated is dedicated only to the assessment task. Encourage students to check work before handing in. 	<ul style="list-style-type: none"> Be prompt for exam session. Mobile phones, food and bags are not permitted in the examination room (water bottle will be permitted) Maintain exam conditions and follow teacher instruction. No communication during exam except quietly raising hand and waiting to speak with a teacher. Display appropriate behaviour as per Student Code of Conduct. Use the entire time allocation given to assessment task. Students must remain for the duration of the exam. Check your work before handing in 	<ul style="list-style-type: none"> Contact the head of department and classroom teacher as soon as possible via phone 5436 9388 or email if student has an unexpected absence to confirm absence. Complete an “Application for Extension / Special Provisions Form”, to organise an alternate Exam time. Provide the school with relevant documentation, e.g. medical certificate. <i>(See Access arrangements and reasonable adjustments, including illness and misadventure (Extensions, Alternate Exam and Special Provisions in Junior Secondary Assessment Policy))</i>
After exam	<ul style="list-style-type: none"> All exam papers to be collected at the end of the session only. Mark exam papers and engage in KWSC Moderation (Before After After End Model) Notify Head of Department and parent/guardian of student absences from the exam. 	<ul style="list-style-type: none"> Submit your exam paper at the completion of the session. Wait for teacher instruction before exiting the room. 	



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Junior Secondary Assessment Protocol: Assignments

NON-EXAMS	TEACHERS:	STUDENTS:	PARENTS:
Before Due Date	<ul style="list-style-type: none"> Use QCAA 7-12 Policies to design assessment programs and make judgments about the standards achieved by their students. Engage in KWSC Moderation (Before After After End Model) Notify students of upcoming assessment task including checkpoints, drafts and final submission dates and conditions. Support students using relevant differentiation to engage in learning and a regular routine of study. Encourage students to work productively on assessment task. Support students by providing, where appropriate, modelling, scaffolding, and annotated exemplar responses. Engage students in regular feedback and reflection on their assessment. 	<ul style="list-style-type: none"> Record key dates including checkpoints, drafts and final submission as per assessment schedule. Use allocated assessment time productively. Keep 3 back-up copies of all assessment work (a copy saved to an external storage device, a copy saved on the primary device, a copy saved to the school network or their EQ provided OneDrive storage space) Plan and manage time to meet key dates. Ask your teacher to clarify/explain things you don't understand. Inform class teacher if you have concerns about meeting key dates. 	<ul style="list-style-type: none"> Support your child to record and adhere to key dates as per assessment schedule. Encourage child to engage in learning and a regular routine of study. Inform class teacher of any difficulties relating to the completion of assessment task. If an extension or special provisions are necessary complete and submit an "Application for Extension / Special Provisions Form and provide relevant documentary evidence." <i>(See "What to do if an Extension or Special Provisions are required?" for further information)</i>
Drafting	<ul style="list-style-type: none"> Provide feedback on a maximum of one draft of each student's response. Notify parents and caregivers by email about non-submission of drafts and the processes to be followed. Notify Head of Department of non-submission of drafts. Not award a notional result or level of achievement on the draft. 	<ul style="list-style-type: none"> Submit draft by the due date. Submit a completed draft that meets the assessment technique and conditions including the word limit. 	<ul style="list-style-type: none"> Encourage and support your child to submit drafts on time. Read through your child's draft.
Word limit	<ul style="list-style-type: none"> Specify word limit on assessment task sheet. Mark only the work up to the required length, excluding evidence over the prescribed limit OR Use the redacting process to allow a student to redact their response to meet the required length, before a judgment is made on the student work. <p>Redacting Process:</p> <ul style="list-style-type: none"> Teacher will provide student with a hard copy of their assessment task and under supervised conditions, the student will highlight excess words to be redacted. Teacher will mark updated assessment task. Teachers will then annotate any such student work submitted for confirmation purposes to clearly indicate the evidence used to determine a mark. 	<ul style="list-style-type: none"> Refer to word limit on assessment task sheet and develop responses that do not exceed or are significantly under the required length. Document the length of their response using a word count, page count or time. Redact if over the word count. 	<ul style="list-style-type: none"> Encourage child to review word limit prior to submitting.
Authenticating student responses	<ul style="list-style-type: none"> Use authentication strategies promoted by the QCAA. The authentication strategies will be specified on assessment instruments. In cases where a student response is not authenticated as a student's own work, procedures for managing alleged academic misconduct will be followed. 	<ul style="list-style-type: none"> Submit a declaration of authenticity for submissions on cover sheet. Acknowledge and reference all sources. Provide documentation of your progress, at indicated checkpoints. Produce a unique response as indicated on the assessment. 	<ul style="list-style-type: none"> Support the efforts of teachers and students to authenticate student responses. Encourage student to approach their academic responsibilities in an honest, moral and ethical way. Alert the teacher if you suspect that your student has engaged in academic misconduct.
Submission	<ul style="list-style-type: none"> Notify parents and caregivers by email about non-submission and the processes to be followed. 	<ul style="list-style-type: none"> Submit assessment directly to teacher on due date no later than 3pm. If absent, email a copy of assignment to teacher before or on the DUE DATE and submit the hard copy on the first day of their return to school. If the teacher is away on assessment due date and the assessment cannot be submitted electronically, hand the assessment into the appropriate Head of Department (Do not hand the assessment item to the supervising teacher). 	<ul style="list-style-type: none"> Contact school if student was absent to confirm absence.
What to do if an extension or special provisions are required?	<p>Extensions: An extension for an assignment can only be granted for the following situations:</p> <ul style="list-style-type: none"> Extended illness - Illness on the due date - Bereavement Extenuating circumstances - School based special circumstances <p>Application for an Extension Policy:</p> <ul style="list-style-type: none"> Any application for an extension of the due date is to be made more than two (2) days prior to the due date. An "Application for Extension of Assessment/Special Provisions form", is to be obtained from the relevant HOD, and must be completed with supporting documented evidence which can be email/note from a parent/guardian or a phone call from a parent/guardian for Junior Secondary students only. Extension of Assessment can only be granted by the Head of Department more than two (2) days prior to the due date and after consultation with the student, parent, teacher and HOD. Last minute applications for Extension of Assessment (inside two (2) days, on or after the due date) must be applied for through the Deputy Principal after consultation with the teacher and HOD. <p>It is the responsibility of the student to follow up with the relevant Head of Department to confirm an extension has been granted.</p> <p>Special Provisions are modifications to conditions (including, but not exclusive to, filming of an oral presentation)</p> <p>Application for Special Provisions:</p> <ul style="list-style-type: none"> Any application for special provisions must be made at least five (5) school days before the due date using the "Application for Extension of Assessment/Special Provisions form". 		