

FAQS ABOUT YEAR 11 – 12 ASSESSMENT POLICY

1. How can a student do well in the new Year 11-12 QCE/ATAR system? It's all changed!

Actually, most of the fundamentals remain the same:

- Make school your 1st priority
- Attend every day and participate in class
- Submit all assessment on time
- Do not miss any assessment, exams and tests because of family holidays, sister's wedding etc. These are not acceptable reasons according to the QCAA.
- If you suffer an illness/misadventure before the due date, documentary evidence must be provided before the due date. (Medical Certificate Units 1-2 , Medical Report Units 3-4). Submit what you have done by the due date.
- Submit your best work and follow advice and feedback from teachers
- Follow the principles of academic integrity.

2. What types of support and feedback are available to students?

Teachers give support and feedback in a number of ways in the classroom, including scaffolding, drafting, conferencing, general feedback on drafts (only one draft can be submitted), additional tutorials for the class. Teachers cannot "mark" drafts or correct errors, or suggest new ideas.

3. My child tends to hand in assignments that are much longer than the stipulated length. How will this be handled?

Students will be provided with feedback regarding assignment length, and may be required to submit a word count. Writing to the prescribed length is a requirement of all tasks; tasks that are too short or too long will be penalised. Only the first portion of the task up to the word length will be assessed for over long student responses.

4. My child has had additional Teacher Aide and support teacher assistance, and also has a home tutor to assist them to complete assessment. Can this continue in the senior school?

For students who have a verified disability, AARA may be applied, subject to QCAA approval. See the AARA table for types of AARA permitted.

Support from Teacher aides and Support teachers (and private tutors) can give encouragement and feedback on areas to improve, indicate where more research is

needed, direct students to pay attention to spelling, grammar etc. They cannot provide new ideas, language and research and cannot correct errors such as spelling or “mark” drafts.

5. The teacher has contacted me to advise that my son’s assignment has large chunks copied from the internet. What happens now?

All of the plagiarised work will not be assessed. Only the student’s own work can be assessed. This is a breach of academic integrity. All Year 11 students have completed the QCAA Academic Integrity online course.

6. My child went away for the weekend and needs more time to finish her assignment which is due today. Can she stay home to finish it? Can she get an extension and hand it in tomorrow?

No to both. The assignment must be handed in on the day at the specified time. If the assignment is not handed in on time, the teacher will mark the latest draft available.

7. Can my child do his Maths exam early, or when we get back from our family holiday which is during the exam block?

No. He must be present for the exam on the scheduled day. Family holidays & visits are not an acceptable reason to miss school assessment (QCAA handbook).

8. My child has a disability/medical condition and needs special consideration eg: rest breaks during exams. Is this possible?

For students verified under the Qld system, the school can apply for AARA (Access Arrangements & Reasonable Adjustments). The QCAA approves appropriate adjustments.

For students with long term medical conditions, current medical reports (no earlier than the beginning of Year 10) can be used to support an application for AARA.

In both cases, discuss your child’s situation with either the Inclusion Teacher or the Guidance Officer well before assessment time.

9. My child comes from a non English speaking background. Can they have extra time for assignments and exams?

Under QCAA rules, unfamiliarity with the English language is not grounds for special

consideration. In Units 1 & 2 only some additional supports may be allowed. These are not permitted for Units 3 & 4.

10. My child has been really sick for 3 days and is still sick and he has an assignment due in 3 days/test today. What should I do?

Your child should see a doctor immediately and ask them for a medical certificate (a medical report will be required for Units 3-4). Submit the original of certificate/report to the school immediately on return to school; a scanned copy of certificate/report should be emailed to the school info@hollandparkshs.eq.edu.au same day if possible. Submit your draft and working notes by/before the due date. If appropriate documentation of illness/misadventure is provided an extension may be approved or the exam completed on return to school (units 1 & 2 only). The Principal or delegate will decide if any extension is warranted. Medical certificates must be submitted prior to the assessment due date. Medical certificates cannot be accepted if they are retrospective ie dated on or after the assessment due date, and relating to the period prior to the due date.

11. My child gets very anxious at exam time. Can I delay some of her tests?

Exams must be done on the day. Students with medical conditions can be considered for AARA, though they must be seeing a medical professional. A medical report can be submitted and the school/QCAA will decide on what, if any adjustments can be made. This must be done well in advance of assessment deadlines. Work must be submitted/completed on time if AARA has not yet been approved.

12. My daughter is having a panic attack this morning and has an exam. What can she do?

Contact the school for advice. As a general rule, students should attempt all exams and tests, so practising calming strategies should be undertaken so that your child can attend and complete the test. If your child is not able to attend, visit a doctor that day as a doctor's certificate must be presented for the absence to be considered under the "illness and misadventure" provisions of the QCAA. The student may be assessed on other evidence such as teacher class records and alternative assessment if the absence is approved. For Units 3 and 4, all four assessment tasks must be completed for the student to get a result.

13. My child has been diagnosed recently with depression and takes longer to get her work done. Can she have extra time in her exam? Can she have extra time to get her assignments done?

A report from the treating medical practitioner (Doctor or Psychologist see QCAA Handbook) will be required for an application for AARA well in advance of assessment. Extensions for assignments may be permitted; exams cannot be rescheduled. On occasion, rest breaks of short duration eg 5 minutes may be permitted during exams. Work must be submitted/completed on time if AARA has not yet been approved.

14. My child woke up with the chicken pox today, but has an exam. What should I do?

Contact the school immediately and visit your doctor today for a diagnosis and written report. An application for AARA under “illness and misadventure” can be submitted for Principal/QCAA consideration. Work must be submitted/completed on time if AARA has not yet been approved.

15. It’s an exam day & I missed the bus and the next one is in an hour’s time or Mum’s car broke down and we’re waiting for the RACQ. What should I do?

Phone the school immediately to advise and make your way to school as quickly as you can, as tests and exams must be completed on the day. An application for AARA under “misadventure” could be made, provided supporting documentation can be submitted. Always have a transport back up plan.

16. I have TAFE on Thursday & I have a Maths exam scheduled. I don’t want to miss TAFE

Scheduled school exams take priority so you must attend school & complete the exam first. Make arrangements to go to TAFE after the exam & advise your TAFE teacher in advance of your absence.

17. My assignment is due and my USB got corrupted/I accidentally wiped the hard drive/the printer died. What should I do?

You must submit your latest draft. Technology failure/errors is not an acceptable reason for failure to submit. Maintain regular backups and print hard copies or photograph all work regularly.

18. Where can I get more information?

Read the school policy “Student Guide to Assessment”. The ultimate guide is the QCAA & QCIA policy and procedures handbook on their website – consult the online version so that you always have the latest information. [\(Click here\)](#)