



Aquinas College strives to create a caring, safe and rich learning environment in which every young person feels safe, valued and connected. We believe that all members of our College community are made in the image and likeness of God and therefore have a special value, dignity and worth. We encourage the positive participation of all students in our College community.

This Policy provides a focus on strategies that aim to enhance and strengthen the community of Aquinas College through establishing student, teacher and parent connectedness. We believe that all members of the College community share the responsibility to teach, foster, promote and encourage positive student behaviour.

This policy reflects and is applied in the context of our Catholic tradition and worldview, as well as, the values of academic excellence, mercy, justice, faith, courage, service and compassion as identified in our College vision and mission statement.

Assessment Policy

Assessment Procedures

1. Assignments

Students across all year levels will be required to complete assignments each semester. There are many forms of assignments including: Oral presentations, multimodal presentations, research assignments, portfolio work, written reports, practical assessment and performances.

Drafts

- Most assignments will allow for a draft to be completed before the final due date.
- It is imperative that students submit a draft so that teachers are able to offer feedback and ensure that students are on track to complete their final copy.
- Teachers will contact the student's parents to notify them if a draft is not submitted.
- In the Junior School, the teacher may choose to use the Academic Support process to ensure the student completes their draft. In the Senior School, students will be issued an Academic Support if they do not complete a draft.
- If a student fails to submit their final copy, the teacher will mark the draft as the final submission.

Final Copy

- Each assignment will be given a due date. All assignments will be due by Monday 8.30 am and the hard copy will be submitted to the classroom teacher or subject Curriculum Leader in the first lesson of the week. In the Junior School, students will must be using Turnitin or the LMS to submit assessment by the beginning of Term 2. Students in Year 10, 11 and 12, must use Turnitin or LMS to submit the written component of all assignments to their teacher.



- Students must submit a hard copy of their assignment to their classroom teacher or subject Curriculum Leader only. Staff will not accept assignments from students for other teachers, nor will assignments be accepted in the playground or at SAO.
- Orals and practical assessment will often occur over a number of days, during lessons or in exam block. Students must submit any written component or supporting material by the due date, even if the oral presentation or practical assessment will be held afterwards.
- Unless there are exceptional circumstances, all student assignments must be completed and presented by the due date. There will be times when, due to exceptional circumstances, e.g. illness, injury, family bereavement, it would be difficult, if not impossible, for a student to attend classes and/or to complete an assignment by the due date. Subject teachers do not have sole authority to grant extensions.
- Students must complete the Assessment Extension Form (available at SAO and on the College Website) and see their subject teacher and the relevant Curriculum Leader before the due date of the assessment.
- Students who will be unable to complete an assignment because of selection in school or district representative teams must complete and submit an Assessment Extension Form at least one week before the due date of the assignment.
- Where a student's absence occurs which affects the punctual submission of a due assessment, the parent/carer is required to:
 - 1) Contact SAO as per the usual policy (See "Attendance" p.8)
 - 2) Additionally, advise the subject teacher via email of the absence
 - 3) The student must complete and bring the Application for Special Consideration Form (with medical certification for illness/injury) on the first day of their return to school. The form must be given to the relevant Assistant Principal who will decide in consultation with the Curriculum Leader whether the assessment will be marked.
- No technical or IT equipment excuse will be acceptable for late submissions. Assignments need to be completed prior to the due date to avoid submission difficulties such as computer/printer/FiR or Turnitin problems.
- Students must keep a copy of all submitted assessment until the end of the current year. It is the student's responsibility to reproduce a copy of submitted assessment if required.
- In cases where students do not submit a response to an assessment instrument by the due date, judgements can only be made using evidence available on or before the due date. Teachers will use the draft to award a grade. If the student did not complete a draft, then they risk the loss of a semester credit for the relevant subject. Students will be required to attend an Academic Support session to complete the assignment and their folio for the semester. The classroom teacher will contact the parents/guardian to notify them of the non-submission.

Plagiarism

- All assignments must be the student's own work. Plagiarism is dishonest and unworthy of an Aquinas College student. Substantial copying of another's work is sufficient cause to warrant a total loss of marks. For a more detailed explanation of plagiarism please refer to the Queensland Curriculum and Assessment Authority website www.qcaa.qld.edu.au
- If a teacher finds significant evidence of plagiarism (the majority of the work is not their own), the student's work will be classed as a non-submission. In Year 11 and Year 12 this may mean a loss of semester credit.
- If only parts of the student's work are plagiarised, the teacher will provide a grade for the students' work only.



- In all cases of plagiarism, the teacher will notify the relevant Curriculum Leader who will discuss the issue with the relevant Assistant Principal. The student's parents will be notified of the misdemeanour and consequences will be put in place. The student will be required to complete the assessment to ensure their folio of work is complete, although it will not be included in the final grade. This may be completed in an Academic Support session.
- If a student wishes to appeal a grade given for an assessment item he/she must obtain an Appeal Form from the relevant Curriculum Leader, appropriate Assistant Principal or College Website and submit it as soon as possible after the results have been distributed. The Curriculum Leader, relevant Assistant Principal and the subject teacher will meet to discuss the appeal and their decision will be final.
- Requests to revisit a semester credit within a subject should be directed to the Curriculum Leader or appropriate Assistant Principal in consultation with Queensland Curriculum and Assessment Authority.

2. Exams

Years 10, 11 & 12 Students only

In the Senior School, any absence for an exam that is not accompanied by a medical certificate will result in a Non-submission result for the exam. Family holidays are not an adequate excuse to miss an exam block. Please refer to the College Calendar and Assessment Calendar (refer to the College Website) for important dates, including exam blocks and assessment due dates. Any student who believes that they may not be available for exams for whatever reason, other than illness (e.g. Sporting commitments), should apply in writing to the Principal for consideration.

- Senior students who have more than one exam on the same day are not permitted to leave the College and should attend the designated study room between sessions.
- If a student is unable to attend an exam, the Curriculum Leader or Assistant Principal- Senior School must be informed before 8.30am on the morning of the exam. Arrangements to complete exam missed must be made on the first day back at school after the absence. A medical certificate must be attached to the Special Consideration Form- Exam and submitted to the Assistant Principal- Senior School to explain the absence.

Years 7, 8 & 9 students only

In the Junior School, absence from an exam must be reported by the student's parents to the teacher or Curriculum Leader for the specific subject on the day of the student's absence. When possible, a medical certificate would also be appreciated. On returning to school, the student must make contact with their classroom teacher or Curriculum Leader to arrange a time to complete the exam.

All students

- Students are to ensure that they are punctual for all exam. It is the responsibility of all students to ensure that they are outside the exam room ten minutes prior to the scheduled starting time (when applicable). NO extra time will be given for late arrivals.
- All school regulations still apply, including wearing full school uniform (sports uniform on Thursdays only), during attendance at school.
- Students cannot enter an exam room until directed by the supervising teacher and must observe silence upon entering the room and throughout the exam.
- Students must stand in their place or raise their hand if assistance is required during the exam and wait for the supervising teacher to approach them.
- Students must remain in the room until the examination session is completed.



- Students are encouraged to leave personal belongings in their lockers (e.g. Mobile phones). If students bring a mobile phone to the exam it must be switched off and placed face down on the floor beside the student.
- All desks will be placed in single rows (where possible).
- No borrowing of equipment is allowed.
- No talking or any kind of disruption is permitted in an exam room.

Cheating

Any student found cheating will have relevant 'cheat notes' confiscated. They will complete the exam but may have their final grade forfeited. This may affect a senior student's right to the subject being awarded as part of the Senior Statement and QCE. In the Junior School, school grades may not be awarded in such instances.

The supervising teacher will report the incident directly to the relevant Assistant Principal. Contact will be made with parents, appropriate consequence/s will be given to the student and they will be required to attend Academic Support.

Assessment Policy Junior School

Consequences for Non-Submission of Draft copy - Junior School

- Student fails to submit draft by the due date (provided by Curriculum Leader on the tasksheet)
- Classroom teacher contacts parent /guardian if not submitted by due date
- Student may be required to attend Academic Support to complete the draft
- Draft may be completed in Academic Support and this is submitted to the relevant classroom teacher.
- The draft will be retained by the teacher as evidence of work completed to date.

- Please refer to the Assessment Policy on the Aquinas College website for more details regarding submission of draft.



Consequences for Non-Submission of Final copy - Junior School

- Student fails to submit final copy by the due date (Monday 8:30am) through the College LMS (Learning Management System) or as directed by classroom teacher.

- Classroom teacher will inform Curriculum Leader of non-submission and contact a parent/guardian will be made via phone and a letter of concern.

- Academic Support will be issued by the Curriculum Leader to complete the final copy

- The final copy will be completed in an Academic Support session and submitted to the relevant classroom teacher.

- The final copy will be retained to complete the folio of work however, it will not be given a grade.

- The teacher will use the draft collected in the drafting stage if the final copy is not submitted by the due date. This will be used to award the student grade.

- Please refer to the Assessment Policy on the Aquinas College website for more details regarding submission of a final copy.

Assessment Policy Senior School

Consequences for Non-Submission of Draft copy - Junior School

- Student fails to submit draft by the due date (Monday 8:30am) through the College LMS (Learning Management System)

- Classroom teacher contacts parent /guardian if not submitted by due date

- Student to attend Academic Support to complete the draft

- Draft completed in Academic Support and submitted to the relevant classroom teacher.

- The draft will be retained by the teacher as evidence of work completed to date

- The draft will be retained and marked if a final copy is not submitted.

- Please refer to the Assessment Policy on the Aquinas College website for more details regarding submission of draft.



Consequences for Non-Submission of Final copy - Senior School

- Student fails to submit final copy by the due date (Monday 8:30am) through the College LMS (Learning Management System) or as directed by classroom teacher.

- Classroom teacher will inform Curriculum Leader of non-submission and contact a parent/guardian will be made via phone and a letter of concern.

- Academic Support will be issued by the Curriculum Leader to complete the final copy

- The final copy will be completed in an Academic Support session and submitted to the relevant classroom teacher.

- The final copy will be retained to complete the folio of work however, it will not be given a grade.

- The teacher will use the draft collected in the drafting stage if the final copy is not submitted by the due date. This will be used to award the student grade.

- The final copy will be required as evidence that course requirements have been met.

- Please refer to the Assessment Policy on the Aquinas College website for more details regarding submission of a final copy.