

HOME HILL HIGH SCHOOL
ASSESSMENT VARIATION REQUEST

Procedure to be followed:

- Student obtains form and completes appropriate section **before the due date** (unless illness prevents).
- Student attaches medical certificate / documentation to this form. Parent signs and dates form.
- Student asks subject teacher to complete teacher section.
- Student reports to Principal for approval consideration. Student reports to teacher with completed form.
- Copy of form attached to assessment (yr 7 - 12) original record for student folio (yr 11 & 12).

Part A: (To be completed by student and parent)

Student Name:	Year Level:
Subject:	Subject Teacher:
Assessment Item:	Assessment Type:
Assessment Due Date:	(i.e. Exam, Assignment etc.)

Reason for consideration

<input type="checkbox"/>	Variation to time-line for upcoming assignment from Head of Department and Subject Teacher
<input type="checkbox"/>	Variation to time-line for upcoming examination, prior to set date from Head of Department and Subject Teacher <i>(May require Comparable Assessment Arrangements)</i>
<input type="checkbox"/>	Medical condition necessitating special consideration to assessment being sought from Head of Department and Subject teacher. <i>(Medical Certificate to be attached)</i>
<input type="checkbox"/>	Sudden and unforeseen illness that has resulted in absence on assessment date . <i>(Medical Certificate to be attached) (May require Comparable Assessment Arrangements)</i>
<input type="checkbox"/>	Non-medical circumstances necessitating consideration to assessment {i.e. Compassionate reasons, Bereavement, misadventure and unforeseen circumstances} <i>(Documentation to be attached)</i>

- Reason/Effect on the student’s participation in the assessment: (Documentation may be attached)

.....

- Evidence attached (eg. parental letter, medical certificate): Yes No

I assure that by applying for this variation that I am not seeking unfair advantage over other students in this course.

Student Signature: **Date:**

Parent Signature: **Date:**

Part B: (To be completed by subject teacher)

- Has the student missed significant class-time/lessons related to assessment topic? Yes No
- Has the student used prior (class-)time as required preparing for assessment? Yes No
- If appropriate, has the student presented check-points/drafts of work as required? N/A Yes No
- In your opinion is consideration warranted? Yes No

.....
(Subject Teacher)

.....
(Date)

Part C: (To be completed by Principal)

- Consideration granted? Yes No
- Is the assessment instrument to be completed? Yes No

- The date the assessment instrument is to be administered/accepted: /..... /.....
- The date of the assessment instrument is to be determined by subject teacher.
- Consideration is granted and assessment needs to be completed. It may be included on student profile and may be identified for atypical consideration.
- No Variation:** Assessment result to be based on drafts/class-work evidence. Where no evidence exists, assessment is to be recorded on student profile as N/R (Not-Rated).

.....
(Principal)

.....
(Date)

Late Submission of Student Assessment

In line with Queensland Curriculum and Assessment Authority policies, Home Hill SHS requires that student assessment is submitted on or before the due date.

Where a genuine reason exists that would require/cause a student to complete assessment on an alternative date, then the student must complete an Assessment Variation Request. Students are required to submit documentation to support their request for consideration. In the case of illness:

- A medical certificate must accompany the request.

In the case of non-medical circumstances necessitating Variation to assessment:

- Supporting documentation (in accordance with QCAA requirements for years 11 and 12) must accompany the request.

The Queensland Curriculum and Assessment Authority (QCAA) policies on Assessment are particularly important to 11 and 12 students:

Engaging in learning and assessment

When enrolled in Applied, Applied (Essential), General and General (Extension) subject or any other course, students are expected to complete all course and assessment requirements. For summative units, a student must produce evidence of responses to each of the summative assessments in order to receive an overall subject result.

Where there is no evidence of a response to each summative assessment on or before the due date as set by the school a subject result cannot be allocated (Resulting in a NR [No Result] being conferred).

Assessment principles

The school is required to maintain the intent and rigour of assessment and any other requirements or components that are inherent or essential to a course of study. Actual achievement is assessed using evidence provided in student responses, rather than perceived ability or potential achievement.

In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.

Non-submission of student responses to an assessment instrument

This relates to the non-submission of student responses to an assessment instrument. A standard can only be awarded where evidence has been demonstrated. In cases of non-submission of student responses, an "E" standard cannot be awarded where there is no evidence for it. Judgments of student achievement for each subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the assessment standards and instrument-specific marking guides (ISMGs).

The information provided by the Queensland Curriculum and Assessment Authority regarding assessment forms the basis of policy and procedures for all subjects across all year levels at Home Hill SHS. All assessment dates are provided in the assessment calendar provided to each student. Copies of the assessment calendar are available at the school office.

The Home Hill State High School Assessment Policy draws on the Queensland Government Education legislation and policy along with QCAA policy and procedures. For Senior Studies QCAA policy and procedures take precedence over school policy in cases of variance.