

HOME HILL HIGH SCHOOL
ASSESSMENT CONSIDERATION REQUEST

Procedure (as at June 2010):

- 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 who completes form. Student reports to teacher with completed form.
- Teacher attaches form to assessment (yr 8, 9 & 10) or retains for records (yr 11 & 12).

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

Name of student: Year:

Subject: Subject Teacher:

Nature of assessment (ie test, assignment etc):

Advertised date of assessment:

Reason for consideration

- Illness. Dates of illness:
(A doctor's certificate MUST be attached for year 11 and 12 students.)
- Compassionate reasons.
Details:
- Absence due to school approved activities/excursions.
Details:
- Other reasons.
Details:

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

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 class-time as required preparing for assessment? Yes No
- If appropriate, has the student presented drafts of work as required? N/A Yes No
- In your opinion is consideration warranted? Yes No
- If yes, how much extra time should the student require to complete assessment?

.....
(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.
- Consideration is granted but assessment does not need to be completed. It is to be recorded as "Absent" on student profile.
- No Consideration: Assessment result to be based on drafts/class-work. If no evidence exists, assessment is to be recorded on student profile as a non-submission.

.....
(Principal)

.....
(Date)

Late Submission of Student Assessment

In line with Queensland Studies Authority policies, Home Hill SHS requires that student assessment is submitted on the due date.

Where a genuine reason exists that would cause a student to submit assessment after the due date, then the student must complete an Assessment Consideration 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 from year 11 and 12 students.
- A parental note must accompany the request from year 8, 9 and 10 students.

The Queensland Studies Authority policies on late submission and non-submission are as follows and are especially important for year 11 and 12 students:

Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority - registered Subjects

To ensure the integrity of the levels of achievement reported for senior certification, students must meet the mandatory requirements of a syllabus for Authority and Authority-registered subjects. The mandatory requirements are stated in all syllabuses.

Late submission of student responses to an assessment instrument

This relates to students not submitting a response to an assessment instrument by the due date. The practice of awarding a lower standard as a penalty for lateness is not valid in a standards-based system of externally moderated school-based assessment. Judgments of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus.

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 can not be awarded where there is no evidence for it. Judgments of student achievement in Authority and Authority-registered subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards descriptors outlined in the relevant syllabus.

The information provided by the Queensland Studies 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 this assessment calendar are available at the school office.

A copy of the Assessment Consideration Request form can be found by logging onto
G:\Coredata\Admin\School Management\Master Forms_Rosters\Special Consideration.doc