



# Submission of Assessment Procedure

## Years 7 to 12 - All subjects and courses

### Drafting of Assessment and Checkpoints

Drafting assignments is a standard procedure employed by most schools to help ensure the authenticity of student work. It also assists the school in collecting evidence during the assessment and grading process. A draft is a preliminary version of a student's response to an assessment instrument. The quality of a draft may vary from a brief outline to a response that is nearing completion. A draft can be used to provide feedback on a response as well as to authenticate student work. Before submitting a draft, students may be required to develop an outline or discuss their approach with the class teacher.

The type of draft students submit differs depending on the subject and assessment technique. For example, if an assessment instrument requires a presentation as the response, a draft might be a rehearsal of this presentation. In practical and VET subjects, this may be a completion checkpoint and may involve the submission of photographs or completed modules.

Only students who have a pre-approved Access Arrangements and Reasonable Adjustments (AARA) form may hand in the draft for an assessment task after the due date for the task.

### Drafting Feedback

Teachers may use a range of suitable strategies to provide feedback on the draft response. Drafting is a consultative process, not a marking process and due care must be taken by the teacher not to compromise the authenticity of the student's work. The strategy chosen to deliver feedback to students may differ depending on the mode of response. Possible strategies include:

- written feedback
- verbal feedback
- feedback provided through questioning
- a summary of feedback and advice to the whole class.

### Late or Non-Submission Of Drafts

The following procedure will take place if a student has not significantly completed their draft or associated work and submitted in person by the class lesson on the due date or via Teams by **5pm on the due date**:

1. The College will contact a parent/guardian via email concerning their child's non-submission and breach of the College's Assessment Policy;
2. The student will complete a supervised lunchtime tutorial in the library to work through the issues of non-submission with a Curriculum Leader and to complete the draft and/or checkpoint requirements. Students who complete this prior to the tutorial will need to attend the session to verify the submission; and
3. Only students who have a pre-approved Variation to Assessment or AARA may hand in the draft/checkpoint submission for an assessment task after the due date.

### Submission of Final Assessment

Judgments of student achievement in subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with exit criteria or achievement standards outlined in the relevant syllabus. The Queensland Curriculum and Assessment Authority (QCAA) makes it clear that student assessment can be only be judged on the evidence available **on or before the due date** unless there is a QCAA (Yrs 11 and 12) or School approved (Yrs 7 to 10) AARA. According to QCAA policy, a semester unit of credit for a subject on the Senior Statement may not be awarded if non-submission of assessment tasks means that substantive requirements have not been met.

## Late or Non-Submission Of Final /Good Copy Submission of Assessment and Competencies

The following procedure will take place if a student has not completed their final assessment or good copy in person by the class lesson on the due date or via Teams by **5pm on the due date**:

1. The student's level of achievement or grade for the assessment will be determined from **any work or drafts submitted on or before the due date**, as per the QCAA guidelines; and
2. Only students who have a pre-approved Variation to Assessment or AARA may hand in the draft for an assessment task after the due date.

## Submission of Assessment Flow Chart – Years 7 to 12

