

Senior Assessment Policy

Responsibilities

Students are responsible for:

- engaging in the learning
- producing evidence of their own achievement
- submitting responses on or before the due date
- planning and managing their time to meet these due dates
- informing the school if they have concerns about meeting these due dates

FVSSC is responsible for:

- Adhering to the QCAA's policies
- Providing students with an assessment schedule by the end of Week 2 of each unit via Compass
- Ensuring valid, accessible and reliable assessment of student achievement
- Following and complying FVSSC's Senior Assessment Policy

Extensions

If students are unable to meet a due date:

- parents/carers are to email Head of House and classroom teacher
- submit an extension application form at least 48 hours before the due date (via AARA Application Pack)
- provide relevant documentation, e.g. medical certificate

Please note: for emergent situations impacting exams, please email your Deputy Principal

External Assessment

The external exam period runs for 23 days from the **end of October to mid November**

The external exam schedule is created and published by the QCAA

Provisional vs Confirmed

All marks for summative internal assessments for General subjects are **provisional** until they are confirmed by the QCAA

Results for Applied and Applied (Essential) subjects and Short Courses may be **subject to advice** from the QCAA.

Response Length

When determining the length of a written response:

	Word Length	Page Count
Inclusions	<ul style="list-style-type: none"> • All words in the text of the response • Title, headings and subheadings • Tables, figures, maps and diagrams containing information rather than raw or processed data • Quotations • Footnotes and endnotes (unless used for bibliographical purposes) 	<ul style="list-style-type: none"> • All pages that are used as evidence when marking a response
Exclusions	<ul style="list-style-type: none"> • Title pages • Contents pages • Abstract • Visual elements associated with the genre* • Raw or processed data in tables, figures and diagrams • Numbers, symbols, equations and calculations • Bibliography/reference list • Appendices** • Page numbers • In-text citations 	<ul style="list-style-type: none"> • Title pages • Contents pages • Abstract • Bibliography/reference list • Appendices** • Blank pages

*For example, by-lines, banners, captions and call-outs used in genre-related written responses.
** Appendices should contain only supplementary material that will not be directly used as evidence when marking the response.

When determining the length of a non-written response:

	Response Length - duration	Notes
Inclusions	<ul style="list-style-type: none"> • Any items that form part of the response and chosen by the student for inclusion in the multimodal or presentation including introductory slides or excerpts such as video or music • Any required referencing of texts or citations chosen for inclusion, e.g. as a note on a slide in multimodal presentation 	<ul style="list-style-type: none"> • Marking only the evidence in the student response that meets the assessment conditions for response length
Exclusions	<ul style="list-style-type: none"> • Extraneous recording prior to the beginning of the response, e.g. setting up microphones, waiting for an audience to settle, talking about setting up. 	<ul style="list-style-type: none"> • The exclusions for written responses do not apply as they are not relevant to a timed response.

File Naming Conventions

Draft Submission:

Subjectname_DRAFT_IAnumber_Surname_Initial
e.g. GeneralMaths_DRAFT_IA1_Patel_G

Final Submission:

Subjectname_FINAL_IAnumber_Surname_Initial
e.g. English_FINAL_IA2_Patel_G

[Click here to view the Senior Assessment Policy](#)

Authentication

All drafts and finals must be submitted to Turnitin before being submitted to Compass

Due Dates

Due dates are final. Assessment must be submitted on or before the due date.

Other Useful Resources

MyQCE

Used for tracking confirmed results and QCE points

QCAA Syllabus Documents
The overview of each subject (including exemplars of assessments)

AARAs

- AARAs aim to minimize barriers for students facing challenges in assessment participation
- AARA procedures follow the QCE and QCIA policy
- Applications require supporting documentation and should be submitted well in advance to meet QCAA timelines.
- Refer to FVSSC's website for the AARA Application Pack.

Who to Contact for...

Wellbeing

Guidance Officers or Head of House

Subject/ Assessment Query

Head of Department

AARA/Extension

Refer to AARA info on the website