



### Assessment Quick Guide

#### **Introduction**

This 'quick guide' will help you understand the process if you require an extension for an assessment or are absent for an exam.

#### **When and how do I submit my assessment?**

The deadline for submissions is midnight, Wednesday in the week that the assessment is due.

You can submit your assessment as:

- paper-based copy and/or physical product to Student Services, where a receipt will be issued
- electronically via Sharepoint, Daymap or email your classroom teacher

Different subjects might have different submission requirements, which will be on the task sheet, or explained to you by your teacher. Please note, you **MUST** adhere to the word count as per task requirements.

#### **What if something stops me from completing my assessment on time?**

Students sometimes need an adjustment (AARA) for their assessment. For example, an extension.

You **can** apply for an AARA for:

- a disability or impairment (you can apply for long term AARA, please see HOD Student Success)
- an illness or injury that stops you from working on assessment for a long period

You **cannot** apply for an AARA for:

- unexplained absence
- family holiday
- representative sports
- misreading assessment tasks or calendars
- technology breakdown
- teacher absence

#### **I'm a junior student (7-9)**

1. For your draft, submit an AARA application to [1745\\_aara@eq.edu.au](mailto:1745_aara@eq.edu.au) before the due date. For your final, submit and AARA application and medical certificate to [1745\\_aara@eq.edu.au](mailto:1745_aara@eq.edu.au) before the due date.
2. You will be graded on your draft if you fail to submit the required documentation before midnight on the due date.

#### **I'm a senior student (10-12)**

1. For your draft, submit an AARA application to [1745\\_aara@eq.edu.au](mailto:1745_aara@eq.edu.au) before the due date. For your final, submit and AARA application and medical certificate to [1745\\_aara@eq.edu.au](mailto:1745_aara@eq.edu.au) before the due date.
2. You will be graded on your draft if you fail to submit the required documentation before midnight on the due date.

#### **What if I'm away on the day the assessment is due or for an exam?**

If you are away on the day an assessment is due:

1. Have a parent/carer call the school to explain why you are away
2. Submit via SharePoint, Daymap, email or have someone drop your assessment to the school (if it is a presentation or project, submit any written or electronic parts however, you must have medical documentation to support your absence. An AARA application form must be submitted)
3. All students - for an exam, a medical certificate must be supplied. The exam will be completed on your return to school. For senior students, you must complete an AARA application and you will complete a comparable (different) exam.

#### **What happens if I don't do these things?**

If you think you are eligible for an AARA, see above. Otherwise, your teacher will give you a result based on what they have seen before the due date, usually a result based on your draft. If your teacher has not seen any of your progress, or if you miss an unseen exam, you will receive a 'Not Rated' result. Any missed assessment may affect your JCE (Years 7-8 Junior Certificate of Education), SPCE (Years 9-10 Senior Preparatory Certificate of Education) or QCE (Years 11-12 Queensland Certificate of Education) credits and you should make an appointment with the HOD Senior School or relevant Director.