

An aerial photograph of the Pacific Pines State High School campus, showing various school buildings with red and grey roofs, a large green sports field, and surrounding trees. The image is framed by large, stylized geometric shapes in maroon, dark green, and navy blue, which are arranged in a pattern around the central photograph.

# Pacific Pines State High School 2025 Assessment Policy



**PACIFIC PINES STATE HIGH**  
INSPIRING EXCELLENCE TO EMPOWER SUCCESS

# Assessment Policy

## Scope

Pacific Pines State High's assessment policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to Queensland Certificate of Education (year 11&12 - QCE) or Queensland Certificate of Individual Achievement (years 11&12 - QCIA). It takes considerations from the Australian Curriculum and Assessment and Reporting Authority (ACARA) with the framework for the policy developed from the QCE and QCIA policy and procedures handbook available from <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook> and applies to Applied, Applied (Essential), General, General (Extension) subjects, Certificates and Short Courses across all faculties.

## Purpose

Pacific Pines State High is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards assessment completion for the Queensland Certificate of Education [QCE](#) or Queensland Certificate of Individual Achievement [QCIA](#).

## Principles

Pacific Pines State High's expectations for teaching, learning and assessment are grounded in the principles of academic integrity and excellence.

Assessment includes any examination, practical demonstration, performance or product that allows students to demonstrate the objectives as described by the syllabus/ACARA. Assessment should be:

- aligned with curriculum and pedagogy
- equitable for all students including approved adjustments (Access Arrangements and Reasonable Adjustments - [AARA Process](#))
- evidence-based, using established standards and continua to make defensible and comparable judgments about students' learning
- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning
- transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made
- in of where students are in their learning.
- high-quality assessment is characterised by three attributes:
  - o validity, through alignment with what is taught, learnt and assessed
  - o accessibility, so that each student is given opportunities to demonstrate what they know and can do
  - o reliability, so that assessment results are consistent, dependable or repeatable.

# Promoting Academic Integrity

Pacific Pines State High promotes academic integrity by developing students' skills and modelling appropriate academic practices. The following whole-school procedures support this endeavour.

<b>QCE and QCIA policy and procedures handbook</b>	<b>Policy and procedures</b>
<b>Location and communication of policy</b>	<p>The school assessment policy is located on the school website at <a href="#">PPSH Website</a> . All questions regarding this policy should be directed to Directors of Junior (years 7-8), Senior Preparation (years 9-10) or Senior School (years 11-12).</p> <p>To ensure the assessment policy is consistently applied, it will be revisited at the beginning of each semester in subject classes. Relevant processes will be revisited:</p> <ul style="list-style-type: none"> <li>• at enrolment interviews</li> <li>• during parent/guardian meetings years 7, 8, 9, 11 and year 10 SET Plan parent/guardian review meeting (Senior Education and Training Plan <a href="#">SET</a>)</li> <li>• when the assessment schedule is published</li> <li>• when each task is handed to students</li> <li>• in the newsletter, internet and by email in response to phases of the assessment cycle.</li> </ul>
<b>Expectations about engaging in learning and assessment</b> <a href="#">Section 1</a> <a href="#">Section 2</a> <a href="#">Section 8</a>	<p>Pacific Pines State High has high expectations for academic integrity and student participation and engagement in learning and assessment. Students become eligible for a QCE when they have accrued the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements. Students are required to complete all course and assessment requirements on or before the due date for their results to contribute credit to the QCE.</p> <p><b>Student responsibility for all year levels</b></p> <p>Students are expected to:</p> <ul style="list-style-type: none"> <li>• engage in the learning for the subject, certificate or course of study</li> <li>• produce evidence of achievement that is authenticated as their own work</li> <li>• submit responses to scheduled assessment on or before the due date</li> </ul> <p>To emphasise the importance of sound academic practices for senior school, staff and students are encouraged to complete the QCAA <a href="#">academic integrity</a> course.</p>
<b>Due dates</b> <a href="#">Section 8</a> <a href="#">Section 6</a>	<p><b>School responsibility</b></p> <p>Pacific Pines State High is required to adhere to <a href="#">QCAA</a> (Queensland Curriculum and Assessment Authority) policies for gathering evidence of student achievement on or before the due date.</p> <p>Due dates for final responses, checkpoints and drafts will be published in the assessment schedule, which will be published on Daymap for each subject.</p> <p>The assessment schedule will:</p> <ul style="list-style-type: none"> <li>• align with syllabus/ACARA requirements</li> <li>• provide sufficient working time for students to complete the task</li> <li>• allow for internal quality assurance processes</li> <li>• be clear to teachers, students and parents/carers</li> <li>• be consistently applied</li> <li>• be clearly communicated by the end of Week 3 each semester/Unit</li> <li>• enable timelines for QCAA quality assurance processes to be met for senior subjects</li> </ul>



	<p><b>Student responsibility for all year levels</b></p> <p><b>Students are responsible for:</b></p> <ul style="list-style-type: none"> <li>• checking assessment schedule and class work on Daymap/QLearn</li> <li>• recording due dates in their calendars</li> <li>• planning and managing their time to meet the due dates</li> <li>• informing their teacher/HOD as soon as possible if they have concerns about assessment load and meeting due dates.</li> <li>• Apply for an AARA, before the due date, if required (<a href="#">AARA applications</a>)</li> </ul> <p><b>Applying for an extension for drafts:</b></p> <p>In cases where students are unable to meet a draft due date, they will:</p> <ul style="list-style-type: none"> <li>• inform the classroom teacher as soon as possible</li> <li>• apply for an AARA</li> <li>• provide the school with relevant documentation, e.g. AARA application</li> <li>• adhere to alternative arrangements for submission of assessment if AARA is approved</li> </ul> <p><b>Applying for an extension for final assessment:</b></p> <p>In case where students are unable to meet a final due date, they will:</p> <ul style="list-style-type: none"> <li>• inform the classroom teacher as soon as possible</li> <li>• apply for an AARA</li> <li>• provide the school with relevant documentation according to QCAA, e.g. medical certificate</li> <li>• adhere to alternative arrangements for submission of assessment if AARA is approved</li> </ul> <p>Refer to AARA (Access Arrangements and Reasonable Adjustments) information if required.</p>
<p><b>Submitting, collecting and storing assessment information</b> <a href="#">Section 9</a></p>	<p>Assessment instruments will provide information about Pacific Pines State High's arrangements for submission of draft and final responses, including due dates, conditions and file types.</p> <p>All assessment evidence, including draft responses, will be submitted by their due date, by 11.59pm via Daymap or Qlearn - unless advised otherwise by the Curriculum Head of Department.</p> <p>For years 11&amp;12, draft and final responses for all internal assessment will be collected and stored in each student's folio. Live performance assessments will be recorded and stored as required for QCAA processes. All evidence used for making judgments is compliant with QCAA processes.</p>
<p><b>Appropriate materials</b> <a href="#">Section 8.2</a></p>	<p>Pacific Pines State High is a supportive and inclusive school. Material and texts are chosen with care in this context by students and staff.</p>

## Ensuring Academic Integrity

Pacific Pines State High has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

## Internal assessment administration

QCE and QCIA policy and procedures handbook	Policy and procedures
<b>Scaffolding</b> <b>Section 8.2</b>	<p>Scaffolding for assessment helps students understand the process for completing the task. Scaffolding will:</p> <ul style="list-style-type: none"> <li>• maintain the integrity of the requirements of the task or assessment instrument</li> <li>• allow for unique student responses and not lead to a predetermined response.</li> </ul> <p>Across the phases of learning, students will gradually be given more responsibility for understanding the processes required to complete their tasks.</p>
<b>Checkpoints</b>	<p>If students are required to meet checkpoints as part of the assessment task, this will:</p> <ul style="list-style-type: none"> <li>• be detailed on student task sheets</li> <li>• monitor student progress</li> <li>• be used to establish student authorship.</li> </ul> <p>Students will work on assessment during designated times and show evidence of progress at scheduled checkpoint submissions (including practical and certificate subjects). Teachers will use these checkpoints to identify and support students to complete their assessment.</p>
<b>Drafting</b> <b>Section 8.2</b>	<p>Drafting is a key checkpoint. Types of drafts differ depending on subject, e.g. written draft, rehearsal of a performance piece, or a product in development. Drafts might be used as evidence of student achievement in the case of illness or misadventure, and non-submission for other reasons.</p> <p>Submission of a draft:</p> <ul style="list-style-type: none"> <li>• to receive written feedback from the teacher, the final draft must be submitted via Daymap/Qlearn or hard copy where applicable by <b>11.59pm Wednesday</b> of the due week.</li> <li>• year 7 to 9 students will receive a detention for failing to submit a draft. Year 10 to 12 students will be referred to the Assessment Support Room.</li> </ul> <p>Feedback on a draft is:</p> <ul style="list-style-type: none"> <li>• provided on a maximum of one draft for each student's response</li> <li>• a consultative process that indicates aspects of the response to be improved or further developed</li> <li>• delivered in a consistent manner and format for all students</li> <li>• provided within 5 school days of a submission of a draft</li> <li>• provide verbal feedback only for unapproved late submissions</li> </ul> <p>Feedback on a draft must not:</p> <ul style="list-style-type: none"> <li>• compromise the authenticity of a student response</li> <li>• introduce new ideas, language or research to improve the quality and integrity of the student work</li> <li>• edit or correct spelling, grammar, punctuation and calculations</li> <li>• allocate a mark</li> </ul> <p>Parents and caregivers of senior phase students will be notified by email about non-submission of drafts as this denotes failing to follow the program of instruction. Teachers will complete a minor incident (including contacts) on OneSchool and refer to Curriculum &amp; Senior Phase Dean.</p>
<b>Final</b>	<p>The final submission is used to determine the overall level of achievement for the unit/semester of work being studied within the designated reporting period. This result is also used to calculate the completion and achievement of QCE.</p>



	<p>Submission of a final:</p> <ul style="list-style-type: none"> <li>• The final submission must be submitted via Daymap/QLearn or hard copy where applicable by <b>11.59pm Friday</b> (or at discretion of HOD) of the due week. This includes submissions for VET subjects (certificate courses).</li> <li>• Students will follow the AARA process if an extension is required.</li> <li>• Students will be graded on their draft if the final is not submitted by the due date and time.</li> <li>• Final results will be published by the teacher via Daymap/QLearn within 10 school days after marking and moderation has occurred. This includes VET subjects (certificate courses).</li> <li>• Resubmission timelines for VET subjects are due within 5 school days unless the teacher indicates otherwise.</li> </ul> <p>Parents and caregivers of senior phase students will be notified for non-submission of a final as this denotes failing to follow the program of instruction. Teachers will complete a major incident (including contacting home) on OneSchool and refer to Curriculum &amp; Senior Student Success &amp; Engagement HODs.</p>
<p><b>Managing response length</b> <a href="#">Section 8.2</a></p>	<p>Students must adhere to assessment response lengths as specified by syllabus/ACARA documents. The procedures below support students to manage their response length.</p> <ul style="list-style-type: none"> <li>• All assessment instruments indicate the required length of the response.</li> <li>• Teaching and learning programs embed subject-specific strategies about responding purposefully within the prescribed conditions of the task.</li> <li>• Model responses within the required length are available.</li> <li>• Feedback about length is provided by teachers at checkpoints.</li> </ul> <p>After all these strategies have been implemented, if the student's response exceeds the word length required by the syllabus/ACARA, the school will:</p> <ul style="list-style-type: none"> <li>• mark only the work up to the required length, excluding evidence over the prescribed limit.</li> <li>• for year 12 students, student work submitted for confirmation purposes will be annotated to clearly indicate the evidence used to determine a mark.</li> </ul>
<p><b>Authenticating student responses</b> <a href="#">Section 8.2.8</a></p>	<p>Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work.</p> <p>Pacific Pines State High uses the authentication strategies promoted by the QCAA. The authentication strategies will be specified on assessment instruments.</p> <p>In cases where a student response is not authenticated as a student's own work, procedures for managing alleged academic misconduct will be followed.</p> <p>Academic misconduct occurs when a student does not submit original work or when they attempt to cheat in completing assessment. Academic misconduct includes, but is not limited to, failure to submit assessment, plagiarism, unethical use of AI and cheating. A consequence may be imposed in instances of academic misconduct, including disciplinary and academic penalties.</p> <p><b>Plagiarism occurs through copying any other person's work in assignments (including projects and artwork) or exams, with or without their permission. Plagiarism includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• Using the ideas or analysis of another person without proper citation;</li> <li>• Using Artificial Intelligence (AI) tools (including, but not limited to, CHAT GPT) to generate a response, draft or part of a response;</li> </ul>

	<ul style="list-style-type: none"> <li>Using the structure and plan of another student as the basis for the student's own assessment work;</li> <li>Copying another student's assignment or exam response, or handing in another student's assignment or exam response as the student's own;</li> <li>Copying information from the internet or another source without acknowledging the source of the information through proper citation;</li> <li>Submitting the student's own work or part of their work from a previous assessment response submitted</li> </ul>
<b>Reporting</b>	<p>The level of achievement which contributes to students achieving QCE is determined at each of the mandated reporting periods:</p> <p>Reporting cycles:</p> <ul style="list-style-type: none"> <li>Years 7 – 10 students will receive a level of achievement report after each term (interim terms 1 &amp; 3) and semester (term 2 &amp; 4).</li> <li>Year 11 students will receive a level of achievement report after each 15 week Unit (end of unit 1 - term 2 week 5 &amp; end of unit 2 – term 3 week 10).</li> <li>Year 12 students will receive a level of achievement report after Unit 3 (term 2 week 5). Year 12 students will receive their final QCAA Senior Education Profile report, which is available in their QCAA Learning Accounts, in mid-December of their graduating year. The <a href="#">SEP</a> includes their Senior Statement and QCE/QCIA Certificate (if all academic requirements for the QCE/QCIA are achieved).</li> </ul>

<b>Access arrangements and reasonable adjustments, including illness and misadventure (AARA)</b> <b>Section 6</b>	<p><b>Applications for AARA for final assessments and/or exams</b></p> <p>Pacific Pines State High is committed to reducing barriers to success for all students. AARA are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.</p> <p>Pacific Pines State High follows the processes as outlined in the <i>QCE and QCIA policy and procedures handbook</i> available from <a href="http://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019">www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019</a>.</p> <p>The HODs Student Success &amp; Engagement manage the AARAs for years 7-10. The HOD of Senior Student Success &amp; Engagement manages year 11 &amp; 12 AARA applications.</p> <p>All AARA applications must be accompanied by the relevant supporting documentation (outlined in <a href="https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019/6-aara">https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019/6-aara</a> the school's AARA process page 14) and for senior students, made as far in advance as possible to meet the QCAA published timelines <a href="#">Section 6</a> . All evidence used to make decisions is recorded in the student's file.</p>
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<b>Managing non-submission of assessment by the due date or absent for an exam</b> <b>Section 8</b>	<p>Teachers make judgments based on evidence of student work provided by the student for the purposes of authentication during the assessment preparation period.</p> <p>Teachers will collect progressive evidence of student responses to assessment instruments at the prescribed checkpoints and draft. The checkpoints on the instrument specific task sheets provide details of the evidence that will be collected. Junior students will receive a detention and senior students will be referred to the Assessment Support Room if drafts are submitted.</p> <p>In circumstances where students are enrolled in a subject but do not submit a final response to an assessment (other than unseen examinations), work submitted at checkpoints or the draft will be used to make judgements on the final level of achievement. (Senior students - If all checkpoints have been met, 'Not-Rated' (NR) cannot be entered in the Student Management system by the date published in the SEP calendar. A judgement must be made on the checkpoints or draft submitted by the student)</p>
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	<p>In circumstances however where a student response is judged as NR, the student will not meet the requirements for that subject.</p> <p>The most likely outcome for failing to submit a final response by the due date for senior students is the next stage of cancellation of enrolment for failing to follow the program of instruction.</p> <p><b>Absent for an exam (unforeseen illness and misadventure)</b></p> <p>If a student is absent on the day of an exam, students and parents/carers must apply for an AARA by emailing <a href="mailto:1745_aara@eq.edu.au">1745_aara@eq.edu.au</a> follow the <a href="#">AARA process</a> including submitting the relevant supporting documentation e.g. medical certificate. Senior students will complete a comparable assessment (<a href="#">Section 7.4</a>) as arranged by the Curriculum HOD (<a href="#">QCAA AARA information</a>).</p>
<b>Internal quality assurance processes</b> <a href="#">Section 9</a>	<p>Pacific Pines State High's quality management system ensures valid, accessible and reliable assessment of student achievement. This includes:</p> <ul style="list-style-type: none"> <li>• quality assurance of all assessment instruments before they are administered to students using quality assurance tools provided by the QCAA</li> <li>• quality assurance of judgments about student achievement (moderation)</li> </ul> <p>For senior phase students, all marks for internal assessment for General and General (Extension) subjects are provisional until they are confirmed by the QCAA.</p> <p>Results for Applied and Applied (Essential) subjects and Short Courses may be subject to advice from the QCAA.</p>
<b>Review</b> <a href="#">Section 9</a>	<p>Pacific Pines State High's internal review processes for student results (including NR) for all General subjects, Applied subjects, and Short Courses is equitable and appropriate for the local context.</p>

## External assessment administration for senior school

<b>QCE and QCIA policy and procedures handbook</b>	<b>Policy and procedures</b>
<b>External assessment is developed by the QCAA for all General and General (Extension) subjects</b> <a href="#">External Assessment Section 10</a>  See also: <i>External assessment — administration guide</i> (provided to schools each year)	<p>See the <i>QCE and QCIA policy and procedures handbook</i> and follow the <i>External assessment — administration guide</i> for processes, roles and responsibilities of the school external assessment (SEA) coordinator, teachers and students (<a href="#">Section 10</a>).</p>

## Managing academic misconduct: whole-school approach

Pacific Pines State High is committed to supporting students to complete assessment and to submit work that is their own, and minimising opportunities for academic misconduct. There may be a situation when a student inappropriately and falsely demonstrates their learning. Consequences will be applied according to the school's responsible behaviour policy.

Use of Artificial Intelligence If generative AI is used to help generate ideas or plan processes, an acknowledgement of how the tool has been used must be included in your assessment submission. This must occur even if AI generated content is not used in the assignment. Students must provide a description of the AI tool used, what they did and the date accessed. Unless explicitly indicated as permissible in the assessment instrument use of AI to complete assessment is prohibited. The use of AI without attribution and/or contrary to the direction of teachers, is considered a form of plagiarism/contract cheating and will be considered academic misconduct. Any permissible use must be attributed using correct conventions. References should provide clear and accurate information for each source and should identify where they have been used in the submitted work. AI does not reference where materials are drawn from and as such this reference serves only to be transparent about the use of the tool. It does not satisfy individual subject requirements for any specific types of sources nor the manner in which they are expected to be referenced.

The following are some examples of academic misconduct with the procedures for managing them:

	Types of misconduct	Procedures for managing academic misconduct
<b>Cheating while under supervised conditions</b> <a href="#">Section 8.1.2</a>	<p>A student:</p> <ul style="list-style-type: none"> <li>• begins to write during perusal time or continues to write after the instruction to stop writing is given</li> <li>• uses unauthorised equipment or materials</li> <li>• has any notation written on the body, clothing or any object brought into an assessment room</li> <li>• Cheating in exams through the use and/or possession of prohibited materials such as notes, mobile phones or smart watch</li> <li>• communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.</li> <li>• providing images of an exam to another person</li> <li>•</li> </ul>	<p><b>For authorship issues</b></p> <p>When authorship of student work cannot be established or a response is not entirely a student's own work the school will provide an opportunity for the student to demonstrate that the submitted response is their own work. This may include interviewing the student to determine student's ability to explain aspects of the submitted task.</p> <p><b>For all instances of academic misconduct</b></p> <p>Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus/ACARA, on or before the due date.</p> <p>Student may be placed on an Academic Misconduct probation. Parents will be contacted and the student will redo the QCAA Academic Integrity Course.</p>
<b>Collusion</b>	<p>When:</p> <ul style="list-style-type: none"> <li>• more than one student works to produce a response and that response is submitted as individual work by one or multiple students</li> <li>• a student assists another student to commit an act of academic misconduct</li> <li>• a student gives or receives a response to an assessment.</li> </ul>	<p><b>For instances of academic misconduct during examinations</b></p> <p>Students will be awarded a Not-Rated (NR). See the <i>QCE and QCIA policy and procedures handbook</i> (Section 8). Where appropriate, the school's behaviour management policy will be implemented.</p>
<b>Contract cheating</b>	<p>A student:</p> <ul style="list-style-type: none"> <li>• pays for a person or a service to complete a response to an assessment</li> <li>• acquires a response to an assessment from a third party eg a person, service or artificial</li> </ul>	

	<p>intelligence (AI) or has them complete a response for an assessment</p> <ul style="list-style-type: none"> <li>• sells or trades a response to an assessment.</li> </ul>
<b>Copying work</b>	<p>A student:</p> <ul style="list-style-type: none"> <li>• deliberately or knowingly makes it possible for another student to copy responses</li> <li>• looks at another student's work during an exam</li> <li>• copies another student's work during an exam.</li> </ul>
<b>Disclosing or receiving information about an assessment</b>	<p>A student:</p> <ul style="list-style-type: none"> <li>• gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment</li> <li>• makes any attempt to give or receive access to secure assessment materials.</li> </ul>
<b>Fabricating</b>	<p>A student:</p> <ul style="list-style-type: none"> <li>• A student invents or exaggerates data or lists incorrect or fictitious references. This may include false or misleading information generated from the use of generative AI.</li> </ul>
<b>Impersonation</b>	<p>A student:</p> <ul style="list-style-type: none"> <li>- arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment. completes a response to an assessment in place of another student.</li> <li>- This includes use of generative AI to alter images or recordings to adapt unreferenced material or adopt identities of other presenters or performers for audio, visual and audio-visual assessment responses.</li> </ul>
<b>Misconduct during an examination</b>	<p>A student distracts and/or disrupts others in an assessment room.</p>

**Refer to the school's Code Of conduct for the most likely outcome for consequences of managing academic misconduct.**

	Types of misconduct	Procedures for managing academic misconduct
<b>Plagiarism or lack of referencing</b>	- A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas).	
<b>Self-plagiarism</b>	A student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.	
<b>Significant contribution of help</b>	A student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response.	

## Related School Policy and Procedures

Refer to other School Policies as appropriate:

- Student Code of Conduct
- Internal Moderation Policy (including school procedures for Endorsement and Confirmation)
- Assessment Support Room Process

## Appendix 1 – AARA Process

### PACIFIC PINES STATE HIGH SCHOOL AARA PROCESS

Pacific Pines State High is committed to reducing barriers to success for all students including the recognition that some students require adjustments for assessment and exams. AARA (Access Arrangements and Reasonable Adjustments) are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

#### WHO IS ELIGIBLE FOR AN AARA?

Any student who meets the criteria below could be eligible for an AARA.

Eligible	Not Eligible
<b>Short Term:</b> <ul style="list-style-type: none"> <li>Illness eg flu, anxiety (anxiety - apply each term)</li> <li>Misadventure eg broken limb</li> <li>Unforeseen circumstances where the student has no control eg. accident, death of a family member</li> </ul> <b>Long Term:</b> <ul style="list-style-type: none"> <li>Cognitive eg ASD, ADHD, dyslexia</li> <li>Physical eg asthma, arthritis</li> <li>Sensory eg hearing impairment</li> <li>Social/emotional eg ADHD, (anxiety - apply each semester)</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with the English language.</li> <li>Teacher absence or other teacher-related difficulties.</li> <li>Matters that the student could have avoided, eg. misreading an exam timetable, misreading instructions in examinations.</li> <li>Timetable clashes.</li> <li>Matters of the student's or parent's/carer's own choosing, eg. family holidays, sporting events/commitments.</li> <li>Matters that the school could have avoided, eg. incorrect enrolment in a subject.</li> <li>Any technical issues eg. computer crash or not working, work not backed up to an external hard drive/One-Drive/cloud.</li> </ul>

#### HOW DO STUDENTS APPLY FOR AN AARA?

Students can download the *Student AARA Application Form (and Medical Application Form for long term AARA)* from Daymap notices or from the School website. Short Term applications are to be submitted to email [1745\\_Year\\_7\\_to\\_9\\_AARA@eq.edu.au](mailto:1745_Year_7_to_9_AARA@eq.edu.au) or [1745\\_Year\\_10\\_to\\_12\\_AARA@eq.edu.au](mailto:1745_Year_10_to_12_AARA@eq.edu.au) (or handed in at the main office) before 11.59pm the due date of an assessment draft/final or before 5pm on the day of a missed exam. Long Term AARAs can be submitted at any time.

Short Term AARA – Years 7 to 9	Long Term AARA Years 7 to 9 (medical diagnosis)
<b>Physical/Misadventure (eg. Broken arm)</b> <ul style="list-style-type: none"> <li>Student submits AARA application form</li> </ul> <b>Assessment extension (up to 5 calendar days):</b> <ul style="list-style-type: none"> <li><b>Draft:</b> Submit Student AARA Application Form.</li> <li><b>Final:</b> Submit Student AARA Application Form and supporting documentation.</li> </ul> <b>Absent for an exam:</b> <ul style="list-style-type: none"> <li>Student submits AARA application form</li> <li>Student completes exam at next possible lesson</li> </ul>	<b>Students without a current diagnosis:</b> <ul style="list-style-type: none"> <li>Submit the Student and Medical AARA Application Forms</li> <li>Approved AARAs recorded on One-School under support provisions and remain valid until the end of year 9.</li> </ul> <b>Students with a current diagnosis:</b> <ul style="list-style-type: none"> <li>As above. Deans of Support and Intervention will work with families to determine the appropriate adjustments to apply for.</li> </ul>
Short Term AARA – Years 10 to 12	Long Term AARA Years 10 to 12 (medical diagnosis)
<b>Assessment extension (5 calendar days):</b> <ul style="list-style-type: none"> <li><b>Draft:</b> Submit Student AARA Application Form.</li> <li><b>Final:</b> Submit Student AARA Application Form and GP provided medical certificate.</li> </ul> <b>Absent for an exam:</b> <ul style="list-style-type: none"> <li>Submit Student AARA Application Form and medical certificate that covers the day of the missed exam.</li> <li>AARA application is due before 5pm the day of the exam. The medical certificate is due no more than 3 calendar days after the exam.</li> <li>Yr 11/12 units 3&amp;4 students complete comparable exam.</li> <li>Yr 12 External Exams – student completes the QCAA Illness and Misadventure AARA Application Form together with a GP provided medical certificate.</li> </ul>	<b>Students without a current diagnosis:</b> <ul style="list-style-type: none"> <li>Submit the Student and Medical Application Forms. Long term conditions must not be dated earlier than year 10.</li> <li>Approved AARAs recorded on One-School under support provisions.</li> <li>For units 3&amp;4: Students will be advised if further documentation is required. HOD Senior School submits documentation to QCAA. Temporary conditions (anxiety) are only valid for 6 months.</li> </ul> <b>Students with a current diagnosis:</b> <ul style="list-style-type: none"> <li>As above. Deans of Support and Intervention will work with families to determine the appropriate adjustments to apply for.</li> </ul> <b>Further information can be found at the following link:</b> <a href="https://www.qcaa.qld.edu.au/senior/assessment/aara">https://www.qcaa.qld.edu.au/senior/assessment/aara</a>

Regular short & long term AARAs Year 7 to 9 managed by HOD of Student Success & Engagement with HOD of Inclusion	Regular short & long term AARAs Years 10 - 12 managed by HOD of Senior Student Success & Engagement
<ul style="list-style-type: none"> <li>- AARA application sent through via email (1745_Year 7 to 9 AARA@eq.edu.au)</li> <li>- Teacher Aide triages</li> <li>- Single subject AARA is referred to Curriculum HOD</li> <li>- Multiple subject is referred to Phase SS&amp;E HOD</li> <li>- Long term is referred to HOD Inclusion</li> <li>- Decision about AARA is made and returned to TA for processing (Approved AARA notification to student's teacher/s via Daymap and placed onto Oneschool)</li> </ul>	<ul style="list-style-type: none"> <li>- AARA application sent through via email (1745_Year 10 to 12 AARA@eq.edu.au)</li> <li>- HOD of SSS&amp;E makes decision about AARA</li> <li>- Send approved AARA notification to student's teacher/s via Daymap</li> <li>- Emails application and copy of Daymap message to Senior School TA who will complete the admin work uploading application to master provision and personalised learning under support provision in Oneschool</li> <li>- Unit 3&amp; 4 short term AARA – reported to QCAA via AARA tile</li> <li>- Unit 3&amp;4 long term AARA – medical documentation and school statement submitted to QCAA via AARA tile.</li> <li>- School statement is completed by HOD of Senior Student Success &amp; Engagement, Senior Director or GO.</li> </ul>

### Extra Triage Information

#### **Wellbeing short and long term**

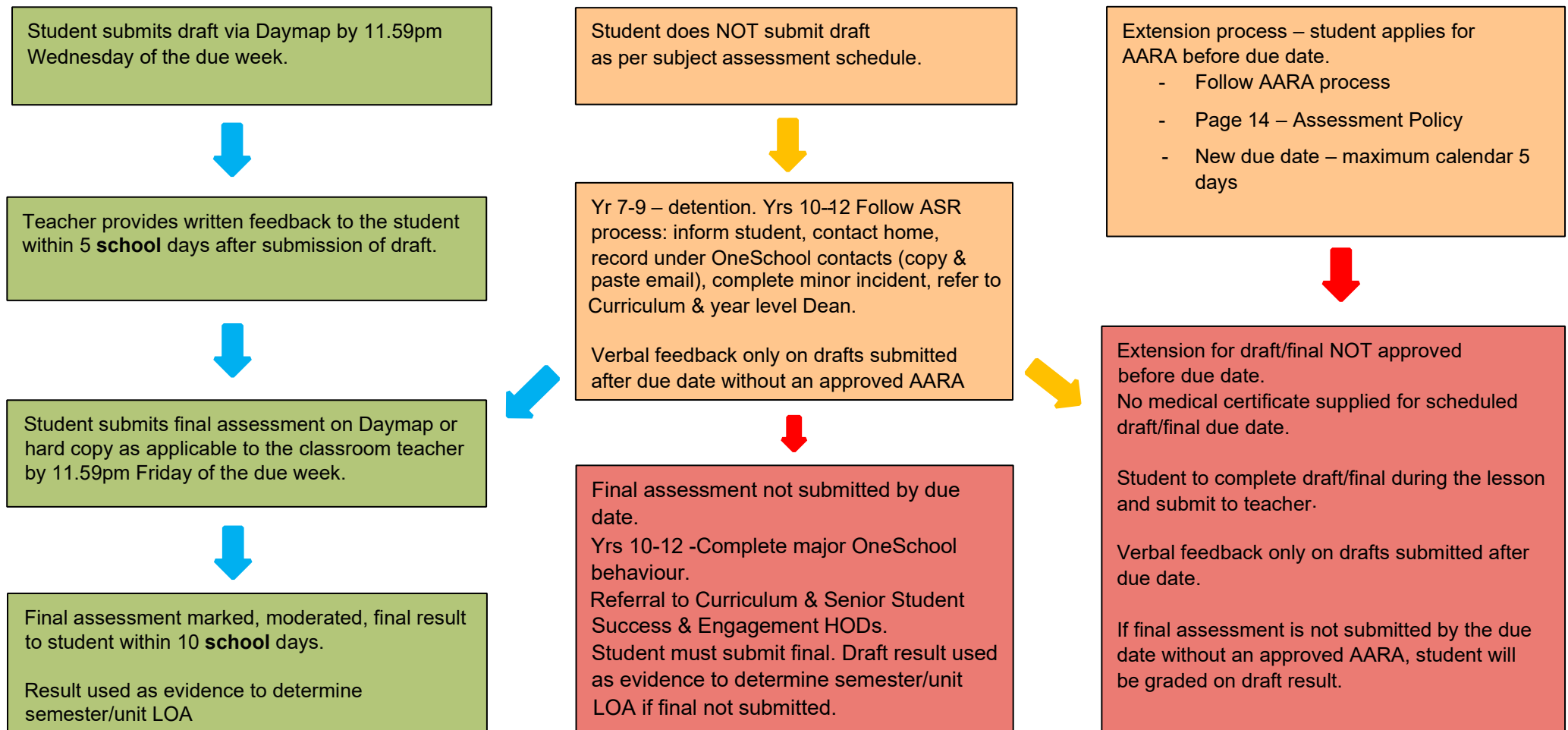
Years 7 to 11 (year 11 units 1 & 2).

- When Wellbeing staff meet with students, they may determine the students may require a short or long term AARA. The well-being staff will advise Wellbeing Hub TA of the AARA provisions and whether the requirement is for a short term or long term AARA. The length of the long term AARA may only be a term or a semester – it may not be the length that is outlined in the AARA process – length determined by the well-being staff.
- Wellbeing Hub TA will send the approved AARA notification to student's teacher/s via Daymap and will complete the admin work uploading AARA details to the year level master provision in Oneschool

#### **10 to 12 AARA Co-ordinator**

- Ensures student AARA place cards are created for years 10 to 12 students to use in exams
- Collaborates with HODs to ensure AARAs are in place for year 10 to 12 exams.
- Collaborates with Deans of Support and Intervention to ensure verified students have had the opportunity to apply for an AARA.

## APPENDIX 4 – PACIFIC PINES STATE HIGH SCHOOL ASSESSMENT POLICY - ASSESSMENT



## APPENDIX 5 – PACIFIC PINES STATE HIGH SCHOOL ASSESSMENT POLICY - EXAMS

Student completes exam as per subject assessment schedule



Exam marked, moderated, feedback to students within 10 school days.

Result used as evidence to determine semester/unit LOA

Student does NOT complete exam as per specific subject assessment schedule – AARA & medical certificate required from student (follow AARA process)

Teacher to contact parent/guardian by phone day of the exam, record in contacts in OneSchool, refer to Curriculum and Student Success & Engagement HODs (HOD contacts home for block exams).



AARA & medical certificate supplied for the scheduled exam date.

Alternate date for exam (comparable exam for year 12) approved by Curriculum HOD. Student completes exam on rescheduled date.

Results used as evidence to determine semester/unit LOA.



No AARA or medical certificate supplied for scheduled exam date

LOA is determined by work completed in class at checkpoints.



Exam not completed within 5 school days, teacher to complete major incident referral, refer to Curriculum & Student Success & Engagement HOD. LOA determined by HOD in consultation with Director if N grade to be awarded.

