



Guidelines for completion of Senior Assessment

New regulations apply in the new QCE Senior System in Queensland for completion of senior assessment.

In Units 3 and 4, in every senior General and Applied subject, students must have a mark from attempting each of the 4 assessments, to qualify for an overall result in that subject at the end of Year 12.

In Units 1 and 2, students need to have completed the required amount of assessment to obtain a Unit result to contribute towards their Queensland Certificate of Education (QCE) and have experienced the formative assessments styles that will be undertaken again in Unit 3 and 4 to determine their final subject result.

The Queensland Curriculum and Assessment Policy (QCAA) for submission of senior assessment advises:

Exams should be sat at the time scheduled by the School
Other assessments need to be *submitted on or before* the due date

If there is a situation or condition that prevents a student from meeting these requirements or creates a barrier to their performance, then an application should be made for 'Access Arrangements and Reasonable Adjustments (AARA)' or 'School-approved Absence'.

To make an application:

1. Contact the **College Office** to inform the College of your need to apply as soon as you become aware.
2. Complete and submit the *Application for AARA and School-approved Absence Form* (available on Parent Lounge, Student Café and the College website) and submit to the Deputy Principal through the College Office
3. Ensure you have attached the required documentary evidence to the Application (see Form for details)

Situations that qualify for a range of Access Arrangements and Reasonable Adjustments (AARA)

1. Illness

A medical certificate will be required from a GP, Psychologist or medical specialist.

The medical certificate can be provided:

- a. on the QCAA Confidential Medical Form (see Parent Lounge/Student Café/College website) OR
- b. as a medical certificate which includes the details requested on the QCAA Confidential Medical Form.

A medical certificate that says 'unfit to attend school' will not be accepted by QCAA. This is to ensure equity across all students. It is recommended that you take a copy of the QCAA Confidential Medical Form to the Doctor's appointment with you. Should it not be possible to complete the assessment other evidence will be assessed.

2. Misadventure – is defined as:

- a. an unexpected event, which is outside the student's control
- b. where an adverse effect can be demonstrated
- c. is not of the student or parent's choosing.

3. Disability – where a disability, impairment and/or medical condition may be a barrier to performance in the assessment, then access arrangements and reasonable adjustments may be made, while still assessing the student against the same standards as all students, as listed in the syllabus.

Own Choice

Some situations of a student's or family's own choosing may qualify as a School-approved Absence such as representing Australia in a sporting or cultural field. QCAA will be consulted to seek advice for each specific situation.

Assignments If the absence is of a student's or their family's own choosing and does not qualify for AARA, then assignments must to be submitted ***on or before*** the due date.

Exams where the situation qualifies for a School-approved Absence eg representing Australia.

The exam must be completed ***on or before*** the due date. Exams completed before the due date will use a different (comparable) assessment to maintain the security of the assessment for all students. Complete and submit the Application Form immediately, as sufficient notice needs to be given to allow for the provision of a comparable assessment if the application is approved.

It is important to consider that students who sit exams prior to the scheduled exam may miss teaching of new work, revision, tutoring, time to study and opportunities to obtain feedback from teachers.

Exams where the situation does not qualify for a School-approved Absence

Students must attend examinations on the date set by the College. If a student does not attend and AARA is not in place, they may not receive a final result in that subject at the end of Year 12 for Units 3 and 4 or contribution to QCE credits for Units 1 and 2.