

STUDENT - SENIOR ASSESSMENT PROCESS

Step 1 – Email from Senior School Assessment Collections

You will receive an email from Senior School Assessment Collections

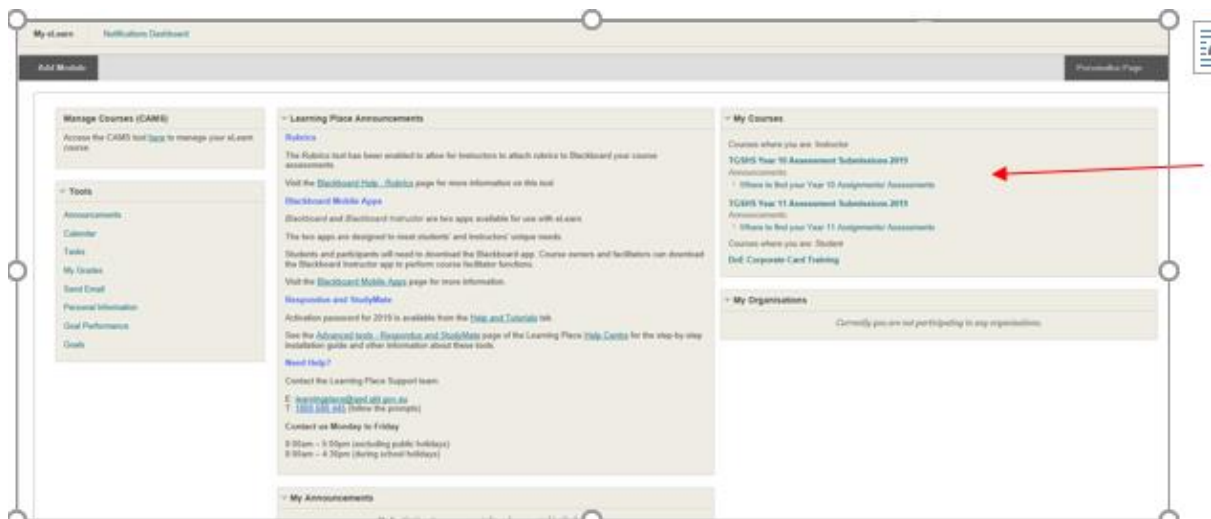
snrassessment@thegapshs.eq.edu.au

advising that you have an assessment for your attention. This email will also include an attachment copy of your assessment.

The assessment can also be accessed from your My Learning Place



<https://elearn.eq.edu.au/>



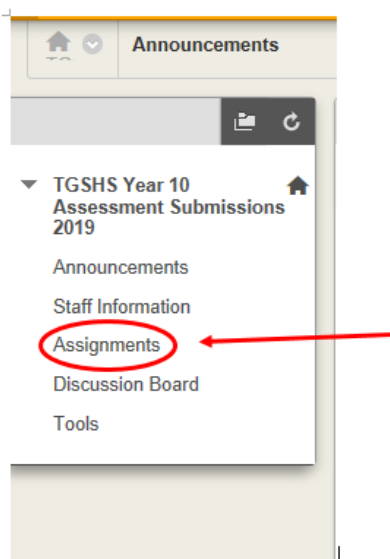
There are two portals which can be found under My Courses (see above). These portals will have all assessment items listed for the cohort – DRAFT and FINAL copies



TGSHS Year 10 Assessment Submissions 2019

TGSHS Year 11 Assessment Submissions 2019

Please refer to the screen shot below to help you navigate where to find your assignments/assessments in your My Learning Place.



Step 2 – Receive a physical copy of assessment from your teacher

You will receive a physical copy of the assessment from your teacher. You will also receive two submission cover sheets – a **DRAFT** and a **FINAL**. These submission cover sheets are required to be stapled to the front of your assessment when handing in the physical copy.

Replacement / New Submission cover sheets

If you lose your submission cover sheet and need a new one reprinted please see your teacher immediately.

Assessment Extension

If you require an extension, the process is in accordance with the Senior School Assessment Policy.

An appointment will need to be made with a Guidance Officer. The relevant paperwork and request will need to go to the HoD for approval and then HoD Senior Schooling for final approval.

Please refer to the extra instructions – *Safe Assign Quick Student Help Guide (Appendix 1.1)*

Please refer to <https://help.blackboard.com/Learn/Student>

Students are also required to submit a **physical copy** of their assessment to Senior School Assessment Collections at **Q10**. There will be a secure drop box located outside of Q10 for collection of assessments



Physical copy of assessment

Correct submission cover sheet must be stapled to assessment (ie draft or final)

Submission sheet must be signed by the student

Must be submitted by 3.30pm on the due date

Drop box will be emptied at 3.30pm each day

You will receive an automatically generated email confirming your assessment has been submitted.

If you do not receive this email please make contact with Senior School Assessment Collections immediately.

We are located in Q10 and can be contacted via email snrassessment@thegapshs.eq.edu.au

Multiple Submissions

Safe Assign is set up to have 3 attempts at submitting an assessment. The last assessment submitted will super cede all other submissions and it will be the one that your teacher can view and the one that will be graded.

If you require more than 3 attempts to submit, please see your teacher immediately.

Non submission

If you do not submit your assessment on time Senior School Assessment Collections will send an email home advising of non-submission.

Senior School Assessment Collections will also send a report of non-submissions to the HoD for initial follow up. Repeated non-compliance will be dealt with by HoD Senior Schooling.

Media Files & Practical Assessments

Safe Assign does not currently support media or video files. We are in the process of establishing a SharePoint folder so that these files can be uploaded. Further details about this will be provided once established.

If there is a written component of the assessment, students will attach their submission cover sheet and hand in to Senior School Assessment Collections at Q10 by 3.30pm on the due date.

If there is no written component, the teacher will provide the submission cover sheet to the student on receipt of the practical assessment item. The student will then hand the submission cover sheet in to Senior School Assessment Collections at Q10 by 3.30pm on the due date.

For more help and extra details on Safe Assign as a student please visit:

<https://help.blackboard.com/Learn/Student>