

## ASSESSMENT/ASSIGNMENT POLICY

Student expectations are listed in the policies below.

1. Assignment work is a vital part of student learning and assessment.
2. Students are expected to complete all assignments in every subject by the due date.  
Results will be adversely affected through failure to complete all assessment. In Years 11 and 12, OP and/or QCE eligibility may be adversely affected if all assignments are not completed. Non submission can affect a) eligibility for QCE credits and b) meeting the mandated requirement for exit folios for Authority Subjects.
3. Assignments must be worked on systematically over a period of time to produce results.
4. Students will be given an appropriate period of time to complete an assignment. The amount of time students are given to complete a task will be commensurate with its level of challenge or complexity.
5. Students need to forward plan as it is possible for a number of assignments to fall due in a short space of time. To assist with planning, students in all year levels will be provided with an assessment planner each semester.
6. Due dates are set so that teachers can make timely judgements about students' achievements at a particular stage of the course of study.
7. Tasks must be presented on the due date unless there are exceptional circumstances. Each situation will be judged on its merit and extensions are not automatically granted. (Refer to procedures for Request for Extension)
8. Assignments are to be handed in to the subject teacher personally (or to the Office in the absence of the subject teacher) by 4.00 pm on the due date. Year 10, 11 and 12 Students will submit online details to be provided separately in 2019. If it is necessary that an assignment has to be handed in at the office, it must be submitted no later than 4.00 pm and logged into the assignment register. It should be signed in by both, the student (or proxy) and the staff member taking the assignment.
9. **Plagiarism** is the action or practice of taking and using as one's own the thoughts or writings of another without appropriate acknowledgement. Plagiarism is a serious issue of academic misconduct and, as such, any part of an assignment which is deemed to have been plagiarised will be deleted and the result for the assignment will be based on the portion of the assignment which is deemed to be the work of the student. Students who plagiarise may be given an opportunity to attempt an alternative task.
10. Students are encouraged to use computers **but they are warned that computer/printer/email problems will not be accepted as an excuse for late submission**. Students are advised to keep an electronic copy of all their assignments. Students in Years 11 and 12 must save every assessment item into a **subject folder** in their school H Drive **before** submission. They must also save it on a USB stick, external hard drive or some such device.
11. All assignments will have a cover sheet that outlines topic, conditions, due date, draft due, outcomes/criteria and other relevant information.
12. All students are required to submit a completed **draft, if required**, of the assignments on the **check date/s**. Teachers should provide feedback and suggestions for improvement and return a draft of assignments in a timely manner.

13. **Students who fail to submit a draft on the date indicated will have their parent/guardian contacted by a posted letter, email or a phone call made by the class teacher within three school days of failing to meet the check date.**
14. If a student submits a draft of the assignment after the draft due date, the teacher may only be able to provide limited feedback to the student.
15. **If a Year 11 or 12 student is absent on the due date for an assignment or an examination/test, a medical certificate is required in order to satisfy certification requirements.**
16. If a Year 7, 8, 9 or 10 student is absent on the due date for an assignment, either a medical certificate or contact from home (parent phone call/letter) is required in order to satisfy assessment requirements. The decision on whether to accept the late assessment lies with the Head of Department.
17. When a draft of the final assignment is not submitted by the check date, the class teacher will be responsible for follow up strategies. If these strategies are not successful, then the HOD should be informed. The HOD must co-sign the letter to the parent and contact to be noted on OneSchool by the teacher.

#### **Procedures:**

All assignments must be presented by the due dates and exams completed on the set date, unless there are exceptional circumstances that are covered by the following provisions.

I. Request for Extension – can only be granted by the Head of Department prior to the due date. If the reason for extension is due to illness, students in Years 11 and 12 will be required to supply a medical certificate. Students requesting an extension must complete a Request for Extension form (available from teachers or the office) and hand it to the class teacher 2 days before the due date of the assignment. This form can be found at: G:\Coredata\Curriculum\Assessment

Planner\Assessment\_Assignment\_Request for Extension Form

II. Absence on due date/day of exam due to illness

Years 11–12 students must either produce a medical certificate or, if the assessment task is an assignment, deliver the assessment to the office or the teacher on the due date. The student and/or parents should contact the school to notify them of the circumstances on the day.

Years 7–10 students may produce a medical certificate or the parent must provide a note to the office.

III. Absence on due date, due to special circumstances – In the event of bereavement, for example, parents should contact the school to explain the circumstances and negotiate required extensions.

#### **Please note:**

- **Failure to complete an assignment means that course requirements for that subject are not complete and a rating may not be given.**
- When an assignment is submitted after the due date, credit will be given only for work seen by a teacher on or before the due date.
- Failure to complete assessments may result in a student failing to gain credit for that semester. For Years 11 and 12 students, this may affect his / her ATAR/OP and / or QCE eligibility. **Students must also complete the mandatory course requirements.**

## Assessment and School Based Apprenticeships and Traineeships

- If an assessment item is scheduled on the day that a student would normally be absent from school because of traineeship or apprenticeship commitments please note that *school assessment and / or examinations* take precedence over the work commitment. This means that a student may not be absent for class assessment or examinations because of an apprenticeship or traineeship.
- The student should inform their employer prior to the assessment date that he / she will not be attending his / her workplace for the appropriate period of time because of school assessment commitments.
- If an assignment is due on an off-campus day, it is a student's responsibility to ensure that the assignment is handed in at the office or, preferably, given to the class teacher on or before the *due date*.

### Special Provisions

"Special provisions" means, making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any students depending on circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances.

- To apply for special provisions the student must see:
  - The Senior or Junior Secondary HODs – whichever is applicable
  - The Guidance Officer

### Procedures for students who fail to complete a draft of an assignment or who fail to demonstrate adequate progress by the set date for drafts / progress checks:

Initially teachers should implement strategies within the classroom eg:

- Student to complete draft in the lesson that the draft is due or give student a detention to complete the draft.
- If a student still fails to submit a draft of the assignment / demonstrate adequate progress, teachers must contact home via phone, email or letter.
- If a **letter** is sent home, there must be an indication that the parent has received the letter and is aware of the situation (ie. The tear-off slip at the bottom of the letter must be returned to you).

**Please note that there are TWO different letters – one for students in Year 7/8/9/10 and one for students in Year 11/12.**

- Record of contact with the parent to be saved on OneSchool.
- This letter must be co-signed by the HOD. The HOD should take a copy of the letter or keep a record of students failing to submit a draft of the assignment / demonstrate adequate progress at this time for future reference.
- If a **phone call** is made, a *Teacher Record of Phone Conversation recorded on One-School* must be referred to the HOD.

## Procedures for students who fail to complete a final assignment by the due date without a valid extension:

Initially teachers should implement strategies within the classroom eg.

- Student to complete assignment in the lesson that it is due.
- If a student fails to submit an assignment, teachers must contact home via phone, email or letter, notifying the student and caregiver that the mandatory aspects of the course have not been met.
- If a **letter** is sent home, there must be an indication that the parent has received the letter and is aware of the situation (ie. The tear-off slip at the bottom of the letter must be returned to you).
- **Please note that there are TWO different letters – one for students in Year 7/8/9/10 and one for students in Year 11/12.**
- Record of contact with the parent to be saved on OneSchool.
- This letter must be co-signed by the HOD. The HOD should take a copy of the letter or keep a record of students failing to submit an assignment / demonstrate adequate progress at this time for future reference.
- If a **phone call** is made, a *record on One School (with referral)* must be completed and referred the HOD.
- After implementing the strategies indicated and contacting home, if the student still fails to complete a draft or final assignment, teachers should refer the student to his/her HOD. A **One School Incident Referral** MUST be completed when referring the student to a HOD.

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To apply for special provisions the student must see:

- The Senior Secondary HOD
- The Junior Secondary HOD
- The Guidance Officer