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 Year 11 and 12, OP and / or QCE eligibility may be adversely affected if all assignments are not completed.

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 work requirements.

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 4.00pm on the due date. If it is necessary that an assignment has to be handed in at the office, it must be submitted no later than 4.00pm 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 will be given an opportunity to attempt an alternative task, or resubmit a 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 their assignments.

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 **drafts if required** of assignments on the **check dates**. Teachers will comment on, record results for 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 day for an assignment, a medical certificate is required in order to satisfy examination and certification requirements.

16. If a Year 8, 9 or 10 student is absent on the due day for an assignment, 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 ie. complete work in next lesson so that the student has submitted a response to the task. If this strategy is not successful, then the HOD should be informed. The HOD must co-sign the letter to the parent or receive a copy of the record with Parent form.

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 Year 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:\Curriculum\Assessment Planner\Assessment_Assignment_Request for Extension Form

II. Absence on due date / day of exam due to illness
Year 11-12 students must produce a medical certificate or if the assessment task is an assignment, it must be delivered 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.
Year 8-10 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 – eg. bereavement, 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 Year 11 and 12 students, this may affect his / her OP and / or
CLIFTON STATE HIGH SCHOOL

Assignment / Assessment Policy

QCE eligibility. Students must complete the mandatory aspects of the course to receive credit/results.

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.