ASSESSMENT POLICY

The following guidelines are outlined to ensure that students are aware of their responsibilities regarding the completion of assessment and to meet the requirements of their study programme.

What are students expected to do in relation to assessment?

Students are required to:

- record all assessment dates at the beginning of each semester in their College diary;
- allocate appropriate out-of-class study and preparation time for tests or assignments;
- submit drafts by the monitoring check points;
- submit all assignments on or before the due date;
- reference all work appropriately; and
- seek extensions before the due date if problems arise.

- sit exams on the scheduled date

Why do I have to apply for an extension/exemptions?

An extension/exemption may give a student an unfair advantage over other students. It is important that a clear policy is prescribed so that fairness and equity is preserved. Extensions are not an automatic right. Except in exceptional circumstances, approval of extensions must be done as soon as a problem arises in meeting assessment requirements.

What are valid reasons for extensions/exemptions?

- Genuine illness (evidenced by a medical certificate covering more than one day)
- Personal reasons which you may explain to a counsellor or member of staff, who may negotiate with administration/or your teacher and Academic Coordinator.
- An accident which affects your ability to do your work.
- Long term illness/explained absence apply to exemptions only.

What happens if I do not submit on the due date?

On the due date, submit the work you have completed to your teacher. It is better to submit a partially completed assignment than nothing. A letter will be sent home notifying guardians/parents. Failure to submit anything will mean you may not be given credit for the assignment. In Year 11/12, this could affect your eligibility for an OP result.

What happens if I am absent on the date the assessment is due?

If you are absent on the due date, you need to:

- phone the College on 3489 4890 advising your teacher of your absence and reasons for this;
- get a friend or family member to deliver the assignment to the Office before 3.00pm on the due date; or email your assignment to your teacher by 3.00pm on the due date.
- if you are away for medical reasons, you need to attach a medical certificate to the front of your assignment and submit the assignment to your teacher on your first day back at school. Your medical certificate must cover the day the assessment task was due.

How do I apply for an extension/exemption?

- Collect an "Application for Extension/Exemption" Form from the Office and fill out Section 1. Incomplete applications may be rejected.
- Attach documents to provide proof of the problem preventing your assignment submission by the due date.
- Submit the application to your teacher. They will need to check with the Academic Coordinator for approval.
- In exceptional circumstances such as hospitalisation, you (or a household member) may phone in/e-mail your teacher.
- An application is approved when signed by the teacher and Academic Coordinator and a copy is returned to you.
- Request for EXEMPTIONS are to be submitted to the Assistant Principal.
What do I do after I have my approval?
- Be sure to meet the new deadline approved for you.
- Attach the approval to your assignment when you submit your assignment.
- You must not lose your copy of the approval, as it is proof that your extension was granted.

Why will I sometimes be refused an extension?
If you do not have a valid reason that is accepted, an extension may be refused. Reasons for this may include:
- the extra time allowed to you would give you an unfair advantage over other students. This would mean that other students could object to your extension.

Can I appeal if I have been refused an extension?
Yes. Submit your application to the Assistant Principal for further consideration.

How do I appeal?
If you appeal, it is important that you still submit your assignment for marking (wholly or partially). Write down reasons for appealing the non-approval of extension in a letter and attach any documentary evidence and submit to the Assistant Principal.

What is Plagiarism?
Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples of plagiarism include:
- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works
- using another person's ideas, work or research data without appropriate acknowledgment
- copying computer files in whole or in part without indicating their origin
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research.

Academic integrity requires each student of the College to accept that the assessment tasks they undertake are a true representation of their own work and that this work is attempted to the best of their ability. Students are encouraged to research the work of others, but in doing so, accept that it is the author’s intellectual property. This must be acknowledged by:
- citing and referencing the author's work when it has been incorporated into the assessment response. Refer to the Student Diary for information on referencing.

What happens if a student is found to have plagiarised?
If a student is found to have plagiarised work in an assignment, the class teacher will:
- immediately notify the Curriculum Coordinator and show proof of, and the extent of, the plagiarism;
- if the Curriculum Coordinator is satisfied plagiarism has occurred, the teacher will notify parents by telephone and by a letter of concern;
- only the student's own work will be marked against criteria;
- if the work is plagiarised from another student with their knowledge, a behavioural consequence will occur for this student; and
- if "ownership" of the assessment cannot be determined, neither student will receive credit for the work.

The above procedure also relates to student cheating during exams. Only work completed by students themselves will be assessed.