Submission of Assessment Protocol
Years 7 to 10

This policy applies to significant pieces of assessment, for which a task description sheet is supplied, together with a rubric or criteria sheet, and where class and homework time has been allocated.

Late or non-submission of work

All students should meet all deadlines.
If a student is not able to meet a due date for a piece of assessment an extension may be granted BEFORE the due date. The student must discuss this with their teacher at least two days before the due date and an alternate due date negotiated if applicable. If a student is absent from class and provides a note from their parents for his/her absence then he/she can hand in the assignment on the day he/she returns to school without penalty. The student must hand the assignment to the teacher by 4:00pm on the day of return to school even if they do not have that class that day.

1. If an assessment task is not handed in on the due day, parents will be notified by SMS. Students will then be given up to five more school days to hand in the assessment with a deduction of 10% per day. After five school days students will receive a 0% for the task.
2. The teacher will send a letter home that says the student has received a 0% for the task. A detention will be issued and a discussion held between the teacher and the student concerning their learning and the importance of meeting deadlines.

Unsatisfactory standard of work

All students should submit their best work.
Students are required to submit all assessment tasks to be eligible for a grade/progression point for that subject. All assessment must be completed to a standard that shows a genuine attempt to address the criteria for the task.

1. Once the teacher has marked the Assessment task and it is found to be incomplete or below standard the student will be notified and asked to resubmit.
2. The College will notify the parents by SMS.
3. The teacher will set a short timeframe for re-submission of the work, however the original result will be recorded on the semester report.
4. If the task is not re-submitted, the teacher will send a letter home to parents.
5. A detention will be issued and a discussion held between the teacher and the student concerning their learning and the importance of submitting their best work.

Authentication

All students should submit their own work.
Plagiarism: Plagiarism occurs when a student uses material written, devised or constructed by another without acknowledging the source.

1. If plagiarism is suspected, the college will investigate appropriately. If it has been found that a student has submitted work that is not their own, the parents will be called by the Year Level Learning Coordinator and an authentication letter sent home.
2. The students will be required to resubmit the work.
3. The student will receive a 0% on their report for the task.
4. A detention will be issued and a discussion held between the teacher and the student concerning their learning and the importance of submitting their own work.