

Secondary School Policy on Assignments, Tests and Examinations

Policy on Late or Missing Assessment Items

1. All assignments are due at **11:10 am (end of recess)** on the published due date and are to be submitted in the assignment collection box in the library. In the case that an extension has been granted, the assignment will be due by 8:35 on the agreed date and is to be submitted to the Head of Department.
2. Extensions can only be granted by the Head of Department on an official school **Assignment Extension Form**. This signed form must be submitted with the assignment directly to the Head of Department at 8:35 AM on the agreed date.
3. Being absent on the date that an assignment is due is not an acceptable reason for a late assignment. Arrangements must be made to get the assignment delivered to the school on the due date. Students failing to meet a deadline because of absence will be expected to serve an after school detention on the day they return to school.
4. Requests for extensions must be made at least 3 school days prior to the due date. (IE if an assignment is due on a Friday then the latest day you can request an extension is Tuesday - if an assignment is due on Monday then the latest day you can request an extension is Wednesday). When requesting an extension, all work done on the assignment must be presented for inspection and a formal letter carrying a parental signature explaining the reason behind the request must be presented to the Head of Department. The Head of Department will then decide whether or not the reason and the work done to date substantiate the issuing of an extension. An extension will NOT be granted if no work at all has been started on the assignment.
5. Computer failure on the night before an assignment is due is not a reasonable excuse. Students need to put in place a process whereby draft copies are available for submission should a computer failure stop the production of a final copy.
6. Speaking or performing assessment items involve presentation at a pre-determined time. A written script, including research notes, drafts and audio-visual material to be used in the presentation, must be submitted on the due date, after which the order of presentation will be determined. Failure to present such assessment at the designated time will be treated in exactly the same manner as other instances of failure to meet deadlines.
7. Students absent on a day that a test is scheduled due to school activities are expected to sit for such assessment on the first school day of their return. It is the responsibility of the student to make all the necessary arrangements with the Head of Department in advance of the absence.
8. Students absent due to illness on a day that a test is scheduled are expected to produce a medical certificate to substantiate the absence and will be expected to sit for

such assessment on the first day on which it is reasonable to expect such to occur. It is the responsibility of the student to make all the necessary arrangements with the Head of Department at the first possible opportunity.

9. Students who expect to be absent on the day a test is scheduled for any reason other than those outlined in (7) and (8) above need to outline the circumstances in writing, present such documents to the Director of Studies for approval then lodge the request with the Head of Department.

10. In the case where a student fails to meet a published deadline or fails to meet an agreed deadline for an assignment, the student will be expected to attend an after school detention on the date the assignment is due. The student will be expected to contact the Head of Department by the start of lunch on the due date to confirm arrangements for the detention. Transport difficulties are not sufficient excuse to miss the detention imposed. During this detention the student will be expected to bring all materials relevant to the assignment and will work on the assignment to its conclusion from 3:30 to 5:00. The assignment will be handed in for grading at the completion of the detention.

11. The Director of Studies, in consultation with the Head of Department, may grant a student exemption from completion of an assignment in cases of extended illness or other cases where extenuating circumstances apply. All relevant details regarding this exemption, including a parental letter of request, must be recorded and must be accompanied by a medical certificate in the case of an extended illness.

12. Private arrangements with individual teachers cannot be made to gain extensions.

13. If, in spite of all the processes above having been applied, a student has not completed sufficient assessment to warrant a realistic judgement being made regarding an achievement level, the Principal is obliged to inform the Queensland Studies Authority (QSA) and the parents that insufficient evidence has been collected to award a level of achievement and it will remain the responsibility of the QSA to make a judgement as to whether or not a level of achievement will be awarded for the subject involved.

Availability of Assignments, Tests and Examinations

After assignments or tests have been scored they will be returned to students for checking and follow-up in class. They must be retained at the School for availability to Panels of Review and as such will only be available for parental viewing at the School and only in a discussion situation with the teacher concerned.

Policy on Plagiarism

One of our tasks in schools is to encourage students to make use of the words and ideas of others. We each build our own knowledge base by making use of the combined intellectual experiences of the members of the society of which we are part. An important part of the writing skills we wish our students to acquire is to make

clear the dependence on the work of others. Plagiarism is the failure to acknowledge when we have made use of the ideas, opinions and words of others.

To avoid plagiarism, a student must give clear credit whenever the student uses:

- another person's ideas or opinions
- facts or statistics that are not common knowledge
- full quotations of the words of another person
- a paraphrase of the words of another person

It is plagiarism to submit another person's work as our own (with or without modifications to some of the details). It is the responsibility of each person to take reasonable steps to prevent others from using our words and ideas as their own.

Penalties will be imposed in all cases of substantiated plagiarism. Penalties may also be imposed where a student has not taken reasonable steps to prevent others from plagiarising their work. The extent of the penalty imposed will depend on the extent of the plagiarism and other circumstances.