



Assignment Policy

Assignments are an integral part of the course work of many subjects in the curriculum and often are extended research-type activities involving work both in and out of the classroom.

1. Submitted work must be the student's own. False claims of authorship and acts of plagiarism are illegal and will not be tolerated. Submissions that are judged to be 'not valid' due to either plagiarism or false claims of authorship, will attract penalties proportionate to the depth of the offence as determined by Director of Studies (or Head of Programme as appropriate). Plagiarised work will not be awarded a mark.
2. Information gained from 'references' must be acknowledged at the conclusion of the assignment. Refer to guidelines in the Student Diary.
3. Years 7 to 10 Assignments are submitted according to the instructions on the task sheet. A submission is deemed 'late' if it is not submitted on time. Years 11 and 12 Assignments are due by 8.20am on the due date, to the designated area (eg. a drop box in the Student Administration Services Centre).
4. Years 7 to 10 'Late' submissions will attract a penalty. The weight of the penalty will vary with the degree of lateness. A penalty of one grade, or the equivalent, for each day or part thereof late will be applied. Generally 'work in progress' checks will take place one week before a due date. Repeat offenders may be internally suspended after consultation with Head of Programme and/or Director of Studies.
5. **Years 11 and 12: Students must submit a preliminary version of all assignments one week before the stated due date. Any student who fails to submit a satisfactory preliminary version will immediately be suspended from all classes. The student will remain suspended from classes until a satisfactory preliminary version is completed and submitted. Any student who then fails to submit a final version by the due date, excluding lateness due to illness or similar, will have their preliminary version marked for assessment purposes.**
6. When a student is absent from school due to illness or another special circumstance on the due date, the student or guardian has responsibility for ensuring that the assignment is submitted via special delivery through a friend or relative to reception by 9.00am. In the rare case that this is not possible, a phone call must be made to the Head of Programme (Years 7 to 10) or Director of Studies (Years 11 and 12). In most cases, the submission would then be forwarded via email or facsimile transmission.
7. Upon return to school following an absence when an assignment was due and where the requirements in point 6 above were not possible, the following procedures are to be followed:
 - Students in Years 7 to 10 must supply a note of explanation to the relevant teacher.
 - Students in Years 11 and 12 are expected to submit a medical certificate.
 - This relevant documentation is to be attached to the respective assignment.

A decision regarding possible penalty will then be made by the Head of Department and/or the Head of Programme/Director of Studies.

8. Applications for extension of time must be made where possible **prior to the due date**. In general extension of time will be considered only when circumstances arise which are beyond the student's



control and those circumstances prevent the student from completing the assignment by the due date. Extra-curricular commitment on its own is not sufficient grounds for approval of an extension of time.

9. Applications for extension of time should be directed in writing in consultation with the class teacher and passed on to the Head of Programme/Head of Department for final approval from the Director of Studies for consideration. A 'Request for Extension' form should be used for such applications. These forms are available from the Director of Studies (or Head of Programme). The written application must be signed by the legal guardian and should outline all of the relevant information for a fair judgment to be made. For some applications the student may be required to attend an interview with the Director of Studies.
10. Computer equipment (hardware or software) and/or peripheral device malfunction is generally not considered a valid excuse for late submission or non-submission of an assignment task. The finished product must be presented in the format outlined in the task specification. In the event of computer and/or peripheral device failure in exceptional circumstances, an extension of time may be granted under certain conditions. Details of those provisions will be stated at the time of approval. Please refer to the document "Student Guide for Assessment Items" using Computers.pdf, which is located on the student network of the College 'common drive'.
11. Apart from the College's stated need to regulate assessment properly, there is a moral need to appear consistent to students in the development of proper habits. All students in a subject are required to do nominally equal amounts of assessment.

Students must hand in items even when no credit is to be given after a due date.



In-Class Test/Examination Block Policy

Notification

Generally, notification of tentative in-class Assessment and Exam Block dates will be provided to students early each semester. Any necessary changes to tentative dates will be provided to students as soon as possible after the changes have been effected. Students are to record all assessment dates in their Student Diaries.

Absences known in advance

Where students know in advance that they will be absent from College on the day of a scheduled in-class assessment or blocked exam, a letter of explanation in the hand of the legal guardian must be provided as early as possible after knowledge of the impending absence is gained. The letter must be handed to the class teacher. Where appropriate, alternative arrangements will be made in consultation with the relevant Head of Department, Head of Programme or Director of Studies.

Absences not known in advance

Where absences from a scheduled in-class assessment or blocked exam due to illness or injury or any unforeseen circumstance, are not known in advance, the student's legal guardian must contact the College as soon as possible after the impending absence is confirmed. Advice could be via telephone, email, facsimile transmission or in writing. Generally, when absences are considered legitimate, arrangements will be made for the student to undertake the missed assessment on the **first** day of return to college. There may; however, be occasions where the student will be required to undertake a different but comparable parallel assessment. Details of arrangements for the alternative assessment will be provided by the relevant Head of Department, Head of Programme or the Director of Studies, through the class teacher. Please note that absences due to illness or injury are deemed legitimate if the absence is followed by an **explanatory note** from the legal guardian and a **certificate from a registered medical practitioner** supporting a claim of the illness or injury that is considered sufficiently severe to warrant the absence.

Exemptions from scheduled in-class assessment

On rare occasions, exemptions from a scheduled in-class assessment or blocked exam may be granted by the Director of Studies. Applications for exemption must be in writing and will usually be followed by an interview. Conditions of exemptions will be provided by the Director of Studies.