



Assignment Policy – Middle & Senior Years

1. Assignment Policy – Middle and Senior Years

Assignments are included as an integral part of both learning and assessment programs in most subjects. Absence from school does not remove responsibility for the completion of assignments. Students will have fully met course requirements only when assignments and other tasks are completed, or an exemption from them is granted by the AP - Curriculum and this will occur only in very special cases.

1. Students will be given adequate time to plan and complete assignments.
2. Students will receive clear guidelines about assignments. These guidelines include:
 - a. A clear explanation of the task, purpose and audience will be given in class time and on the cover sheet.
 - b. Details on how to research materials for the assignment.
 - c. A guide to assist completion of the task.
3. For major assignments teachers recognise the following factors:
 - a. Assignments are to have a basis in the subject's class work. An appropriate balance of **class-time** and home time will be given to complete the assignment.
 - b. Students need access to teacher assistance.
 - c. Syllabus requirements will dictate the length of assignments.
 - d. The length of assignments will usually increase during the course.
4. Teachers maintain an awareness that some students may come from non-English speaking backgrounds. These students may face a disadvantage when completing the assignment task. Consideration in the form of extra teacher assistance with the task or an alternate task may be given when deemed to be appropriate.
5. On the assignment task sheet there is a clearly stated due date. Where possible, it is preferable for assignments to have built-in stages that allow a drafting and monitoring of the student's progress through the assignment. Where this staged process is used, each stage should have a due date that is checked off by the teacher. Draft copies **MUST** be attached to the final assignment submitted. All assignments must also have a statement about the authenticity of the work that is signed by the student or the student and parent.

6. It is important that **teachers** contact parents during the assignment process when it is apparent that assignment work is not making significant or satisfactory progress i.e. as part of the monitoring process no substantial work has been seen and drafts have not been submitted.
7. All assignments will be due on Friday. Academic Co-ordinators will decide the specific time during the day when the assignment is to be submitted (at the beginning of the day or during the lesson). All assignments must be completed and submitted by the due date and time unless exceptional circumstances arise. The due date and time will be written clearly on the front of the task sheet.
8. Assignments **must** be handed to the teacher or supervising teacher taking that class. In the absence of the teacher the assignment is to be handed to the Academic Co-ordinator at a time designated by the co-ordinator.
 - a. When the assignment is submitted students will sign a class list indicating the time and date of the submission.
 - b. Extensions of time beyond the due date may be granted by the AP Curriculum in consultation with the Academic Co-ordinator and the class teacher provided that:
 - Applications for an extension are made in writing using the appropriate form, one week prior to the due date where possible. Students are to show evidence of the work already drafted when the application for extension is made.
 - A significant reason exists such as extended absence due to illness (medical certificate supplied), bereavement or other circumstances of hardship that would warrant an extension.
(The teacher and subject co-ordinator will consult with the AP-Curriculum in a situation which is unclear or involves a difference of opinion between teacher and the student.)
 - Students granted extensions are not penalised for late assignments where an extension to the due date has been granted provided assignments are completed and submitted on or prior to the extended due date.
9. If a student is absent on the day the assignment is due:
 - a. Arrangements should be made to have the assignment delivered to the teacher during that day. In the case of the teacher being absent the subject co-ordinator is to be handed the assignment.
 - b. Students should be aware that parents should contact the teacher or subject co-ordinator on the day to explain the circumstances and make arrangements for the assignment to be handed in as soon as possible but no later than on the day the student arrives back at school. Generally significant reasons would need to exist otherwise a discipline would apply. Medical reasons would need to be supported by a medical certificate.
 - c. At no stage are assignments to be left with the office staff to be handed onto subject teachers or co-ordinators. If the teacher/co-ordinator is unavailable the assignment is to be submitted to the Assistant to the Principal – Curriculum.
 - d. Students who have been working on their assignment throughout the time provided and have had their work monitored and drafts seen by the teacher will have no reason not to have something ready for submission.

PROCEDURE FOR ENSURING TIMELY SUBMISSION OF ASSIGNMENTS

For students in Years 11 & 12

- a. During **the week the assignment is due** teachers should monitor the progress of each student's assignment daily.
- b. If, by the due date of the assignment, the student has not completed their assignment and handed it in to the subject teacher, the student and his/her parents will be informed by phone (with confirmation letter sent home) that the student will be required to remain at the College in the Resource Centre on the following Thursday afternoon (**after the assignment was due**) from 1 pm – 3 pm for Assignment Support. This afternoon support allows the student time to complete their assignment. (It is not meant as a time for students to receive intensive help from a specific teacher. It is a time for the assignment to be written and submitted.)
- c. For Vocational Education students who are unable to be at College on Thursday because of Work Placement commitments, the procedure will be the same with the exception that students must remain at school on Wednesday afternoon i.e. if, by the due date of the assignment, the student has not completed their assignment and handed it in to the subject teacher, the student and his/her parents are informed by phone (with confirmation letter sent home) that the student will be required to remain at the College in Room 214 on Wednesday afternoon (**after the assignment was due**) from 3.05 pm – 4.15 pm for Assignment Support. This support allows the student time to complete their assignment. (It is not meant as a time for students to receive intensive help from a specific teacher. It is a time for the assignment to be written and submitted.) The students may attend the Resource Centre at the discretion of the teacher supervising the detention.
- d. At the end of the Thursday afternoon (Wednesday afternoon for Vocational Education students), whatever is written is considered to be the student's assignment and collected.
- e. The supervising teacher photocopies the work that the student has produced and returns the work to the student. The photocopy is given to the subject teacher/co-ordinator.
- f. Students are then informed that they have until **8.30 am** the following day (the Friday of the due week) to submit their assignment. The student must be in full attendance on the final day the assignment is due.
- g. If the assignment is handed in by this time, the work completed on Thursday is no longer required, (but if the assignment is not handed in on Friday by 8.30 am, the assignment work from Thursday [or Wednesday in the case of Vocational Education], becomes the student's assignment).
- h. Any assignments handed in by 8.30 am Friday are marked and evaluated according to the criteria. No penalty is applied. Results are recorded on student's profile sheet.
- i. If no work is handed in on Friday, the work completed Thursday (or Wednesday for Voc Ed students) afternoon is the assignment and is marked according to the criteria.
- j. If the teacher receives no work from the student at all by Friday 8.30 am, then NON-SUBMISSION is written on the student's profile.
- k. Students should be informed that due to non-submission of the assignment, they have not completed the mandatory aspects of the course (if this is the case) and they may not receive a grade for this subject at the end of the semester. This may also affect the issuing of an OP.

- l. If the student then chooses to hand the assignment in at a later date, LATE SUBMISSION is written on the student's profile. However, results are not recorded.
- m. This work should NOT be graded. However students may be provided with feedback. The student should be told that they can now be credited with the semester's result.
- n. The QSA policy on late submission and non-submission of student assessment in Authority subjects and Authority-registered subjects states that an 'E' grade cannot be awarded where there is no physical evidence for it.
- o. If, through non-submission of assessment, a student does not provide the evidence to demonstrate the descriptors stated in the exit criteria and standards, a judgment cannot be made. It follows then that a standard can only be awarded where evidence has been demonstrated and documented.
- p. If a student hands in an 'assignment' that is blank with their name on it, they have not reached the criteria required for an 'E' grade.

A teacher supervises 'Assignment Support' on a Thursday afternoon.

Decisions about the Level of Achievement for a student who has not completed an assignment:

Whilst the College will not assign an E to a non-submitted piece of assessment, when a decision has to be made about a Level of Achievement, the teacher/co-ordinator looks at the evidence that the student has presented. If the student does not have the same body of evidence as another student, the same grade cannot be granted. E.g. If there are four pieces of assessment and one student receives a B, B, B, B and another student has only completed three of the pieces of assessment, then the coordinator would assign a B to the first student and a B-, C+ or perhaps even a C grade to the second student. The grade would depend on the weight that is given to the particular piece of assessment.

If the piece of work is mandatory and the student does not complete it, this may make the student ineligible for the semester of work. This may then make the student OP-ineligible. If this is the case, the staff member must inform the Academic Co-ordinator who would then inform the Principal (through the AP Curriculum) and the QSA must also be informed.

Student: Sam Smith	Result
Test 1	B
Assignment 1	B
Test 2	B
Assignment 4	B
Overall Result	B / HA

Student: Jenny Jones	Result
Test 1	B
Assignment 1	Non submit/late submit
Test 2	B
Assignment 4	B
Overall Result	B- or C+ or C (use Prof judgement) HA- SA+ SA

Please Note: Even though the second student receives a lower level of achievement, this is not because of receiving an E grade for non-submission. It is because there is not the body of evidence to support the awarding of the higher grade.

FOR STUDENTS IN YEARS 8 - 10

- a. During **the week the assignment is due** teachers should monitor the progress of each student's assignment daily.
- b. If, **by the due date of the assignment**, the student has not completed their assignment and handed it in to the subject teacher, the student and his/her parents are informed by phone (with confirmation letter sent home) that the student will be required to remain at the College in the Resource Centre on Wednesday afternoon from 3.05 pm – 4.05 pm for Assignment Support. This support allows the student time to complete their assignment.
- c. At the end of the afternoon detention, whatever is written is considered the student's assignment and collected.
- d. The supervising teacher photocopies the work that the student has produced and returns the work to the student. The photocopy is then given to the subject teacher/co-ordinator.
- e. Students are then informed that they have until 8.30 am Friday of the due week to submit their assignment.
- f. If the assignment is handed in by this time, the work completed on afternoon detention is no longer required, but if the assignment is not handed in on Friday by 8.30 am, the assignment work from the detention afternoon becomes the student's assignment.
- g. Any assignments handed in by 8.30am Friday are marked and evaluated according to the criteria. No penalty is applied. The student must be in full attendance on the final day the assignment is due.
- h. If no work is handed in on Friday, the work completed Wednesday afternoon is deemed to be the assignment and is marked according to the criteria.
- i. If the teacher receives no work from the student at all by Friday 8.30 am, then NON-SUBMISSION is written on the student's profile. A comment that reflects this should be recorded on the student's report.

- j. Students should be informed that due to non-submission of the assignment, they have not completed the mandatory aspects of the course and they may not receive a grade for this subject at the end of the semester.
- k. If the student then chooses to hand the assignment in at a later date, LATE SUBMISSION is written on the student's profile. Results are not recorded. A note is made on the student's report.
- l. **This work should be marked but not graded. The student should be thanked for handing in the mandatory piece of assessment and told that they can now be credited with the semester's result. This would provide the student with feedback for their assignment but a result would not be included on their profile.**

A teacher on a rotational basis would supervise 'Assignment Support' on a Wednesday afternoon. Most teachers would have only one Assignment Support (maximum 2) to complete over the year.