



St Patrick's College, Gympie

Assignment Policy

During the course of students' schooling, they will be required to complete tasks in their own time and hand that work to teachers for evaluation. The tasks may include research assignments, reports, performances, essays, and other forms of assessment. This work forms part of the course of study, and must be completed within set timeframes.

The following states the **School Policy** concerning submission of such work.

1.0 EXTENSION OF TIME

- 1.1 The subject Co-ordinator or Teacher may grant an extension of time PRIOR to the due date if it is considered that a sufficient reason exists. Each request will be considered individually.
- 1.2 Any request for an extension must be in writing, and signed by both the student and a parent. A pro-forma is available from teachers (or on the website) for this purpose. A record will be kept of these extensions.
- 1.3 If an extension is required because of an extended absence due to illness up to and including the due date, the student may produce a Medical Certificate OR the parent may speak personally with the teacher to discuss the relevant circumstances.

2.0 EXCUSED FROM ASSIGNMENT

- 2.1 If a student is excused from submitting an assignment for any reason, the teacher or Co-ordinator will approve and record it.
- 2.2 A Medical Certificate is required for a student to be excused from submitting an assignment (including oral assessment) on medical grounds.

3.0 TIMELINES OF ASSIGNMENTS

- 3.1 Students must submit assignments by the due date. If the assignment has not been submitted, then the student is required to submit as much of the assignment as has been completed, even if this is only rough notes or a first draft, on either, at the teacher's discretion, the next day or the next lesson for that subject.
- 3.2 If, through non-submission of assessment, a student does not provide the evidence to demonstrate all the criteria of a subject, a judgement of the achievement cannot be made and the student is unlikely to receive credit for that subject for that semester.
- 3.3 If an assignment is not submitted, parents will be notified by letter as soon as possible.

4.0 COLLECTION OF ASSIGNMENTS

- 4.1 Assignments should be handed to the teacher personally. Should the teacher be absent on the due date, alternative arrangements will be made and the students will be notified. A secure Collection Box for assignments is available from 9.00am to 3.00pm outside the Staff Room.
- 4.2 A Due Date will always be specified.
- 4.3 If a student is absent on the due date, the assignment should be sent with a friend or relative. In these circumstances, some parental contact should be made with the school on this day.
- 4.4 If special circumstances apply, a parent should speak personally with the teacher.
- 4.5 When students know in advance that they will be absent on the due date, arrangements should be made with the teacher prior to that date.

5.0 SPOKEN OF PERFORMED ASSESSMENT

As Oral Assessment procedures are very time-consuming, the time is budgeted for in the semester's schedule. Hence, the following conditions apply to such tasks -

- 5.1 The order of performance will be advised by the teacher

5.2 Students seeking an extension for their performance should follow the normal procedure outlined above.

5.3 When members of a group are absent on the day of a group performance, the group may still be asked to perform if the task permits. The teacher will take these special circumstances into account when assessing the work.

5.4 When a member of a group is going to be absent on the day of an assessment it is expected that a 'courtesy call' will be made to the school and to other members of the group to inform them in advance of the changed situation.

5.5 If scripts are to be submitted, all students are required to submit these on the same due date, before any presentations begin, regardless of the order of performance.

6.0 **DRAFT POLICY**

A draft is a completed piece of work formally handed to a teacher for evaluation. Drafts are not allowed in all subjects.

6.1 Only one draft will be read and commented upon by a teacher.

7.0 **RESUBMISSION POLICY**

In subjects where it is appropriate, and under circumstances which merit it, students may be allowed to resubmit an assessment task. Students do not have the right of resubmission.

7.1 Only one (1) resubmission is allowed.

8.0 **PLAGIARISM**

Plagiarism is the deliberate or accidental presentation of someone else's work as one's own. Work includes thoughts and opinions; phrases, sentences, paragraphs or whole presentations; and maps, pictures, cartoons, photographs, graphs, tables, charts, statistics, field study or laboratory results.

Plagiarism is not tolerated and penalties apply.

(extracted from – Student Organiser 2006 – pages x and xi – February 2006.)