At Assisi Catholic College, students are given every opportunity to complete their work on time and according to the criteria. Throughout their schooling, students engage with the Dimensions of Learning, which provide a framework for task completion. In addition, students have a Student Manual, which clearly outlines procedures and strategies to use in researching and completing assessment tasks.

**Drafts (Work in Progress)**

In order to assist students in the preparation of assessment tasks, teachers may require students to present drafts prior to the final submission. Drafts play a vital role allowing for both teacher feedback and student self reflection, organization and improvement. It is the student’s responsibility to submit drafts on time and failure to do so will result in a Work Habits notification and loss of teacher feedback. In the event of final non-submission of the task, the draft may be used as evidence in the awarding of student grades (Queensland Studies Authority Policy).

**Procedure for the Submission of Written Assignments**

- All written assignments must be
  - submitted to the subject teacher prior to the due date or
  - submitted through Student Reception by 9am on the due date or
  - submitted to the class teacher at the beginning of the scheduled class lesson on the due date.

**Format for the Submission of Written Assignments**

- **Middle Years**
  - Assignments may be submitted digitally or as a hard copy, according to the requirements of the subject and direction from the class teacher.

- **Senior Years**
  - All assignments must be delivered as a hard copy, unless specified by the teacher.
  - If electronic submission is negotiated or required, a hard copy of the assessment must subsequently be presented to the class teacher.

**Non-Submission of Written Assignments**

- If an assignment is not submitted on, or by the due date, students will be awarded a non-submit grade (Queensland Studies Authority Policy).
- Students will complete and hand in the task during the next lesson or at a time designated by the teacher.
- If a student is absent on the due date, the assignment should be submitted electronically by the 9:00 am deadline.
- Senior Years students must present a hard copy of the assignment to the class teacher immediately upon the student’s return to school.
- Middle Year students will present a hard copy of the assignment if required by the class teacher.
**Practical Assignments**
- All practical assignments must be completed on the due date. Non performance of the task will be awarded a non-submit (Queensland Studies Authority Policy).
- The practical assignment will be completed during the next subject lesson or at a time designated by the teacher.
- Students who are absent on the day of practical assessment are required to notify the College via a phone call from a parent / guardian by 9:00 am on the date of assessment.
- Students who become ill at school prior to a practical assessment must advise the class teacher of admission to sick bay.

**Verification of Student Absence for Assessment**
On the day of each absence, the student’s parents must phone the College to advise of the student’s absence.

On return to the College
- Middle Years students must submit a letter from a parent or medical certificate
- Senior Years students must submit a medical certificate

**Request for Extension**
Students may request an extension by completing the “Request for Extension” Form available on the school website.

This request must be submitted by the end of the week prior to the due date. This request will be considered by the relevant Curriculum Coordinator, who after consultation with the classroom teacher, will decide whether an extension will be granted.

**Student Storage of Submitted Assessment**
All students should keep a digital record of all submitted assessment. The record should include a verifiable date of assessment completion.

**Queensland Studies Authority Policy on Student Submission and Non-submission of Student Responses to Assessment Instruments**

Schools in Queensland are regulated by assessment policies set by the Queensland Studies Authority. The full policy can be accessed by parents and students at www.qsa.qld.edu.au.

Of particular relevance, is the principle for late and non-submission of student response:
- “In cases of non-submission of student responses to assessment instruments, standards are not awarded when there is no evidence”.
- “In cases of late submission of student responses to assessment instruments, judgements are based on evidence available on or before the due date.”

The assessment policy detailed above reflects these policies.

**Exams in Middle Years and Senior Years**
- Students in Year 10 will be required to attend school as normal during “exam shut-down”. Study sessions and lessons will be made available during this period.
Students in Year 11 and 12 are only required to attend school during exam block for scheduled exams. It is the student’s responsibility to know when and where exams are timetabled. The exam schedule will be on the College website. They must attend school in correct College uniform and be present on site at least fifteen minutes prior to the exam. Students, who are ill and unable to attend at the designated time, must phone the College and provide a medical certificate upon return. They will be required to sit for an equivalent exam at a date to be arranged.

Exam Procedure
- Students will line up outside the classroom in alphabetical order.
- Electronic devices (mobile phones, I-pods etc) will be placed on the teacher’s desk or in a suitable area.
- All exam papers will be placed on student desks prior to students entering the room.
- Students will be silent as they enter the room and during the exam time.
- Desks will be placed at a suitable distance from each other.
- Students will bring all necessary equipment (in a clear plastic container). Back-up material should be included in case of equipment failure, as students are not permitted to borrow from others during the exam.
- Teachers will allow students time for perusal and display exam start and finish times.
- Students will remain in the room for the duration of the exam.

Plagiarism: Student Responsibilities
Academic integrity requires each student of the College to accept that the assessment tasks they undertake are a true representation of their own work and that this work is attempted to the best of their ability. Students are encouraged to research the work of others, but in doing so, accept that it is the author’s intellectual property. This must be acknowledged by citing and referencing the author’s work when it has been incorporated into the assessment response.

Students should refer to the Student Manual and/or Student Organiser for information on referencing.

If a student is found to have plagiarised work in an assignment/assessment task:
- The class teacher will immediately notify the Curriculum Coordinator and show proof of, and the extent of, the plagiarism.
- If the Curriculum Coordinator is satisfied plagiarism has occurred, the teacher will notify parents either by telephone or by a letter of concern.

Only the student’s own work will be marked against criteria.

If the work is plagiarised from another student with their knowledge, a behavioural consequence will occur for this student. If “ownership” of the assessment cannot be determined, neither student will receive credit for the work.

The above procedure also relates to student cheating during exams. Only work completed by students themselves will be assessed.

This policy and guidelines will be reviewed at the end of 2011.