



Assignment Policy

Introduction

Assignments have an important role in the assessment programs of many subjects. Assignments are a useful tool to engage students in activities relevant to their subject area, allow for individual learning styles and demonstrate skills and competencies to develop planning and organisation skills.

Statement of Intent

This policy details procedures to be followed in applying for an extension of time to complete an assessment task, late submission and non-submission of assignments. This policy reflects Allora State School's PBL values of always learning and always responsible.

Responsibilities

Teacher Responsibilities

- Provide students with sufficient time for planning, researching and drafting all assignments.
- All assessment will have a set draft date and final submission date.
- Provide constructive feedback to students on drafts and final submissions in a timely manner;
- Provide a clearly set out task sheet, modelled response and a *Guide to Making Judgements (GTMJ)* for marking so that students understand the expectations of the assignment.
- Teachers will publish all due dates in School Link.
- Teach the skills of academic referencing.
- Teachers will contact with parents when students don't adhere to their responsibilities in accordance with the PBL "Consequences for Unacceptable Behaviour" procedure outlined in our School's Responsible Behaviour Plan.
- Inform parents when an extension has been validated and granted for assessment tasks and uploaded onto OneSchool.

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Student Responsibilities

- The expectation is that all assessment, including drafts will be submitted on time, every time.
- Ensure all drafts/assignments submitted are their original work;
- Follow the task sheet and the modelled response to the best of their ability;
- Seek permission for an extension, using the appropriate proforma before the due date if extenuating circumstances exist.

Parent/Caregiver Responsibilities

- Encourage students to submit all drafts and final assignments by the due date;
- Inform the appropriate class teacher by phone, email or letter of any difficulties relating to the completion of assignments before the due date(s) and provide documentary evidence where necessary.

Original Work

All assessment tasks submitted must be the original work of the student and all references used must be acknowledged.

If the student hands in a draft that is proven to have been plagiarised, the student will be asked to resubmit the draft. If the student then submits a plagiarised final assignment, an 'E' rating will automatically be awarded for that assessment task and the classroom teacher will record the incident on the student's behaviour record as a minor and contact the parents/caregivers.

If no draft is submitted and the student submits a plagiarised final assignment and an 'E' rating will automatically be awarded for that assessment task and the classroom teacher will record the incident on the student's behaviour record as a minor and contact the parents/caregivers.

If a pattern of plagiarism is revealed on the student's behaviour record, the student will be referred to an administration member.

Completion of Assignments

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All students must complete every assignment on time unless there are extenuating circumstances, e.g. lengthy illness.

Extensions of time may be granted by the teacher if a sufficient reason exists, eg illness supported by a medical certificate or a valid explanation is provided. Extension decisions are recorded and contact placed on OneSchool.

Late assignments without an approved extension will be marked and commented upon and an 'E' rating will automatically be awarded for that assessment task. Parents will be notified immediately using a 'template' letter when students do not submit a draft or an assignment. If students fail to submit an assessment item, teachers will follow the processes outlined in the PBL 'Consequences for Unacceptable Behaviour' procedure outlined in our School's Responsible Behaviour Plan.

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