



# INTERNATIONAL STUDENT COLLEGE ASSESSMENT POLICY

## Distribution of Assignments

1. The teacher will direct you to the location of the assignment task sheet a minimum of three weeks prior to the due date for any major piece of assessment. Less time may be given for smaller tasks or portfolio tasks.
2. The teacher will give you three dates when they distribute the assignment. These will appear on the task cover sheet. A Monitoring Date, a Conferencing Date and a Due Date. If you stick to these dates you should be able to submit a quality assignment on time.
  - The Monitoring Date is a, "how are you travelling checkpoint'. The teacher will need to see some indication that the assignment has been commenced and that planning has taken place. Different teachers may require different things at this date but they will inform you of this.
  - At the Conferencing date the teacher will expect a full draft, or an assignment that is up to the "Procedure Points", stated by the teacher at the time of distribution.
  - The Conferencing Date is viewed by the College staff as a,  
  
"collection date to ensure that the College has evidence to allocate results in the event that you subsequently fail to meet your requirements at the due date".
  - Despite the narrow definition of a collection point, teachers will still provide structured feedback to you at the Conferencing date. Although, the depth and level of feedback will vary between teachers, depending upon how the assignment has been structured or how the class time was utilised. As a minimum requirement, you can expect teachers to provide a generic checklist matched against the criteria to show where improvements can be made.
  - Of course, you can give your assignment to your teacher prior to this date and have more than one option to conference.

## Conferencing Date Procedures

1. An electronic copy of the assignments must be emailed, or loaded to the TASS Learning Management system by the end of the lesson on the Conferencing Date and a final copy emailed by the end of the lesson on the Due Date.

## What will happen if I fail to submit my assignment at the Conferencing Date?

- The teacher will complete the 'Assignment Non-Submission' slip and email it to the Extended Learning Centre Coordinator (Mrs Merrifield).
- The ELC coordinator will call you (phone, morning notices, or a note to your teacher) to the ELC (C1A) at the earliest possible lesson on the next day or days.

- You will have one lesson to complete the requirements of the assignment in the ELC.
- The ELC Coordinator will make a copy of the work for the teacher and record your name in the non-submission database.
- The ELC coordinator will give you an “Assignment Detention” notice.
- The ELC coordinator will give your name to the office staff and they will contact your parents, the Deputy Principal Student Learning and the Year level Co-ordinator via a letter.
- If you arrive at the ELC with the assignment, you will simply submit it to Mrs Merrifield, receive the ‘Assignment Detention’ notice and go back to class. Your parents will still be informed of the late submission at Conferencing.

#### **What will happen if I fail to submit my assignment at Conferencing because I was absent?**

- If you are ill, injured or away from school for some reason on the Conferencing Date you must email the assignment to the teacher. Failing this, you are to give your assignment to the ELC coordinator (not to your teacher) at the start of ‘Period One’ on your first day back at school.
- You must have a medical certificate or a note from your parents, Head of Residence, Boarding supervisor or Health Centre Staff explaining your absence.
- If you do not have a note you will be treated as though you failed to submit the assignment on time and you will receive an ‘Assignment Detention’ notice and the parental letter.

#### **Where and what do I do for my Assignment Detention?**

- Assignment Detentions will be undertaken in T3A on Tuesday, Wednesday and Thursday afternoons from 3.15pm until 4.00pm. During this time you will complete the on-line, “Enhanced Learning Education Services” study modules.
- You will have two opportunities to attend your Assignment Detention from the date it is issued by the ELC coordinator. If you do not attend within this timeframe you will be internally suspended and your return to class will be dependent upon the completion of the necessary study skills modules (hard copy) in the Responsible Thinking Centre.

#### **What will happen if I continually miss the Conferencing Date submission?**

- The Principal and Deputy Principal will review the late submission data at the end of each term and then conduct an interview with you and your parents. In cases where there is no improvement, or no obvious reasons for the late/non-submission, they will make a recommendation that you may need to repeat your current year level or potentially that your enrolment be cancelled.

#### **What will happen if I refuse to work or complete the requirements in my ELC session?**

- If you refuse to cooperate, or fail to produce work that meets the expected standard in the ELC session, you will be sent to the Deputy Principal Student Learning (DPSL) and may be internally suspended, or sent home until such a time that the assignment is completed to the required standard. Your return to class or to the College, will then only be made after an interview with the Principal and the DPSL.

#### **What will happen if my assignment does not meet the expected standard at the Conferencing Date?**

- If the teacher does not consider the work that you submit to be a full assignment draft, or to their stated “Procedure Point”, they will treat the work as a non-submit and you will go through the ELC non-submission process.

#### **Due Date Procedures**

What will happen if I fail to submit my assignment by the end of the lesson on the Due Date?

- The teacher will use the evidence of work from the Conferencing Date to allocate a result.

- The teacher will give your name to the ELC Coordinator.
- The ELC Coordinator will give your name to the office staff and they will contact your parents, the Deputy Principal Student Learning and the Year level Co-ordinator via a letter.

#### **What can I do on the Due Date if my assignment is not finished?**

- If your assignment is not finished by the end of the lesson on the Due Date you can still submit it to the ELC coordinator up to 4.00pm (close of business) on that day.
- In such circumstances, the ELC coordinator will issue an "Assignment Detention", notice except in the case where you have been absent and legitimate documentation is received.

#### **What will happen if I fail to submit my assignment on the Due Date because I was absent?**

- If you are ill, injured or away from school for some reason on the Due Date you must email the assignment to your teacher. Failing this, you are to give your assignment to the ELC coordinator (not to your teacher) at the start of 'Period One' on your first day back at school.
- You must have a medical certificate or your parents must sign a Statutory Declaration indicating their recognition that you were sick or unable to attend.

#### **What will happen if my assignment does not meet the minimum requirements on the due date?**

- By collecting evidence of your work at the Conferencing Date the teacher should have sufficient information to allocate a result against the assessment criteria. However, in the event that your work does not meet the minimum requirements to be allocated an 'E', then an 'NR' (No Result) will be awarded by the teacher.
- An 'NR' for an individual assessment task at the senior level is likely to mean that you will not meet the substantive requirements of the course to be awarded a semester rating. This could ultimately impact upon the number of "Semester Weighted Units" and potentially make you OP ineligible. Conversely, if you are OP ineligible, the removal of a semester credit may limit your ability to attain twenty (20) points for the allocation of a QCE. Further, if the lack of information means that you have not met the mandatory requirements of the course you will not be awarded a Level of Achievement for the subject on your Senior Statement.
- At Year 8, 9 & 10 an 'NR' will appear on your term or semester report and you will be ineligible to receive an academic award.
- If you receive an NR you will be required to have an interview with the Principal and the Deputy Principal Student Learning. Where there is an obvious pattern of non-submission or insufficient work on assignment tasks, and after subsequent parent consultation, your continuing enrolment at the College may be reconsidered.

#### **20 Quick tips for completing quality assignments by the Due Date!**

1. On the day of distribution, actively listen and take notes as the teacher explains the requirements of the assignment.
2. Ask your teacher to list the 'Procedure Points' that have to be completed by the Monitoring Date.
3. Record the Monitoring, Conferencing and Due Dates in your student diary and on a study calendar.
4. Read the context to get a feel for the topic. You may do additional research on aspects contained in the context to get important background information.
5. Highlight the key Terms in the 'Task Statement' and use your 'Key Terms Reference Guide' to determine how these should be addressed.

6. Highlight the genre that appears in the 'Task Statement'. Use the model provided by the teacher to identify the key features of the genre and/or do an internet search for additional clues about the genre.
7. Highlight the main content items in the 'Task Statement' and do your initial research on each of these.
8. When researching, narrow the search sites to a manageable number and ensure that you record the names of the authors or the web addresses so that you can reference them at a later stage.
9. When researching be selective and copy only the parts of the articles or books that are relevant. Alternatively, you might make bullet point notes of this information but try to avoid ending up with large amounts of data that you have to wade through.
10. Once you have your research notes and data create a suitable 'Mind-Map' to show how the information fits together and identify the parts that relate to each other.
11. Work through the 'Procedure Points' one at a time. Tick them off as they are finished as a record of your achievements.
12. Working through the 'Procedure Points' should enable you to produce a first or rough draft for the teacher to view at Monitoring.
13. Accept the advice from your teacher and make the necessary corrections for a second draft at Conferencing
14. Be sure to read the assignment out loud or have another person proofread it for you before working on the final copy. Both methods will enable you to identify mistakes in spelling, punctuation and grammar that can then be corrected.
15. Before completing the final version ensure you read the 'Assessment Advice'. If some of them have not been addressed, it could mean the difference between an 'A' and a 'C' result.
16. Write your assignment using "Double Line Spacing" so that your teacher has sufficient room to make comments during the Monitoring and Conferencing stages.
17. If the assignment is an essay, make sure that your introduction is a comprehensive summary of the points or arguments that you will raise or discuss during the essay.
18. Make sure that each paragraph has a clear purpose and as a general rule addresses only one significant point.
19. Stick to the same tense when writing your essay. If you start in the past tense this must be continued throughout.
20. When you get the assignment back read the advice from the teacher so that you can continue to improve on all further work.

### **Assignment Extensions**

What do I do if I need an assignment extension?

- If you need an extension because of illness, injury, extra-curricular demands, family situations or other unforeseen events you can contact your teacher at any point up to and including the Due Date.
- Your teacher can give you an extension of 1-2 days maximum and will give you an 'Assignment Extension' slip showing the new Due Date.
- If you require more than 1-2 days, you will need approval from the Head of Department.

- Teachers will not grant you an extension without a note or a phone call from your parent, Head of Residence, Boarding Supervisor or Health Centre Staff.
- Teachers will not grant you an extension if you have failed to work in class or failed to meet the Monitoring and Conferencing requirements.

**What will happen if I am given an assignment extension and I fail to submit on the new Due Date?**

If you fail to submit on the new Due Date it will be treated as a non-submit and the teacher will go through the Non-Submission process.