

ALEXANDRA HILLS STATE HIGH SCHOOL SENIOR SCHOOLING ASSESSMENT POLICY AND PROCEDURES – ASSIGNMENTS

Assignment Submitted

Checkpoints met on ALL due dates.

Draft submitted on due date through Turnitin or as per Curriculum HOD requirements.

Final submission submitted by 4pm on due date.

A hard/paper copy MUST also be submitted to the teacher with task sheet attached.

Full credit awarded.

Student Absent on Due Date

Student is to email/submit via Turnitin by **4pm on due date** or as per Curriculum HOD requirements.

If student is sick and unable to submit, medical certificate is required dated on assignment due date.

If student is at TAFE/SAT, submission must be made to teacher by **4pm on due date.**

A hard/paper copy MUST also be submitted to the teacher with task sheet attached.

Full credit awarded.

Student Requires Extension

Application made with HOD Curriculum 3 days before due date.

Medical Certificate evidence required and submitted to HOD Curriculum on Extension Application Form.

HOD Curriculum and DP Senior Schooling decision made accordingly.

OR Extension directed to HOD Curriculum by Guidance Officer due to special considerations.

Assignment submitted to HOD Curriculum on NEW approved due date with Extension Approval Form attached to task sheet and assignment.

Student Fails to Submit

Teacher makes contact with parent/carer when **EACH CHECKPOINT s**ubmission is not met. ROC.

Teacher makes contact with parent/carer if **DRAFT** is not submitted on due date. ROC.

FINAL SUBMISSION not received, **Teacher** notifies parent/carer and reports to HOD Curriculum. ROC.

HOD Curriculum takes further action and contacts parent/carer/student if NO submission attempt made after 1 week post due date. ROC.

Teacher marks draft submission as final result.

Assessment Breach identified and referred to HOD Senior Schooling.

IMPORTANT NOTES:

- Students are expected to back up work regularly on computer and USB.
- Computer or printer malfunction will NOT be an acceptable reason for a late submission.
- Students must ensure they promote academic integrity in all assessment, as per QCAA guidelines.
- Only ONE draft will be marked per assessment which must meet the 4pm draft deadline.
- Final submission must be submitted by 4pm deadline and hard copy handed to teacher in next lesson.
- Harvard referencing style must be used to authenticate assessment.
- If assignment runs over the word limit, teachers will not mark past response exceeding word limit.