

# YEAR 7-10 ASSESSMENT POLICY FAQS FOR STUDENTS AND FAMILIES



This document is a snapshot of key points in our Assessment Policy. Page numbers are provided to the Policy itself if you wish to reference this for further information.

## **01** When will I receive my Assessment Calendar?

By the end of Week 3 each semester. Make sure you display this somewhere at home to help you remember to plan your time ahead of due dates. (See Page 5)

## **02** What time of the day must assignments be submitted by?

4pm, and in the format indicated on the task sheet. (See Page 5)

## **03** What happens if I hand my assignment in after 4pm on the day it is due?

Your assignment is late and the teacher may mark your draft or other work provided at checkpoints as your final copy. (See Page 11)

## **04** What do I do if I know I have a planned absence on the day an assignment or exam is due (eg. for sport, family holiday or excursion)?

You must inform your class teacher and the relevant HoD at least three school days prior to the due date and fill out an extension form for approval. Don't forget! (See Page 6)

## **05** What do I do if I am unexpectedly sick on the day an assignment or exam is due?

Contact your class teacher and the relevant HoD as soon as possible, explaining the reason for your absence and providing any relevant documentation (eg. medical certificate). (See Page 6)

## **06** What do I do if something else unexpected happens and I can't make it to school on the day of an assignment or exam?

Contact your class teacher and the relevant HoD as soon as possible, explaining the reason for your absence. This is referred to as "misadventure." Provide relevant documentation if you have it. (See Page 6 and 10)

## **07** My teacher has requested my work be submitted via TurnItIn. What does this mean?

TurnItIn is the College's anti-plagiarism software. It will check your work against websites, and also the work submitted by students in other classes and from previous years. Always make sure your work is your own unique response, and that you include references where appropriate. (See Page 6)

## **08** My friend has asked for a copy of my work. What should I do?

Providing your friend with a copy of your work breaches the rules of academic integrity. Don't ever provide another student with a copy of your draft or final. Their work must be their own unique response. (See Page 7 and 8)

**09 How many times can my teacher write comments on my draft?**

A teacher may provide written feedback on a maximum of one draft. They may provide verbal feedback to you at various times throughout the drafting process. (See Page 8)

**10 What happens if my task is over the word count?**

You will have 24 hours to redact (remove) additional words. If you choose not to do this, teachers will only mark up to the required length and will exclude additional words that are over the word count. (See Pages 8 and 9)

**11 What happens if my work is significantly under the word count?**

You may not have met minimum task requirements if your work is too short. Do your best to meet the word count to ensure that you have met all the assessment criteria to the best of your ability. (See Pages 8 and 9)

**12 My child is doing their best, but they are completely stressed out and struggling to complete the task. What do I do?**

Contact the relevant HoD and explain the situation as soon as possible, and prior to the stipulated three-day prior time frame so that the student can be supported. They may direct you to complete a form for an extension. These circumstances are always reviewed on a case-by-case basis. Please reach out if you feel your child needs support. We may also refer to the Guidance Officer if needed. (See Page 10)

**13 The computer crashed and I lost all of my work. What do I do?**

In Senior schooling, technical issues are not grounds for an extension. However, in Year 7-10, leniency can be extended in some instances. Contact the relevant HoD immediately and explain the situation. They may direct you to fill out an extension form to provide your student with additional time to complete the task. It is very important that the teacher observes your student completing work during class time so that they can track their progress if unforeseeable issues arise. (See Page 10)

Our big message: please contact us when you have questions or concerns, or when issues arise

*Communication is everything!*

