



Assessment Policy

Senior Secondary

‘Your Best Effort, All the Time’

Assignments and Orals

- 1 Task is handed out on the **Distribution Date** listed in the Assessment Planner.
- 2 **Draft Date** is set in the Assessment Planner. Other check dates may also be included on the task sheet. The draft must be complete. You can receive feedback on only one draft. Feedback may be written, verbal or both. Your teacher is not obliged to give feedback on late drafts.
- 3 **Final Due Date** is set in the Assessment Planner. The assignment must be submitted in the required manner (digital, paper or both) by 3pm on the due date. Paper version must be submitted to the assessment box in the library and must include the task sheet.
- 4 **Non-Submission** of Assignment or Oral by the due date means you may receive no credit for the unit of work and your enrolment in the subject and school will be reviewed. Your draft will be marked.
- 5 **Extension.** See the relevant Head of Department at least three days before the due date. A medical certificate or other appropriate documentation is required. This applies to draft and final copy. Extensions will not be granted due to family holidays or other optional absences or for computer problems. Always back up your documents.
- 6 **Absent on Due Date.** Inform the school as soon as possible. You will require a medical certificate or other appropriate documentation.

Exams

1. Exam **conditions** are critical. You must follow all instructions given by the exam supervisor. Phones, earphones, laptops or other technology cannot be brought into the exam.
2. If **absent** on the day of an exam, your parent or carer must contact the Senior School deputy principal or Guidance Officer as a matter of urgency. Absence due to illness will require a medical certificate.
3. **Preparation.** It is your responsibility to be prepared with the correct equipment and materials and at the right exam location at the right time.
4. **Late Arrival.** You must attend the exam within 30 minutes from the start or you will not be permitted to enter the exam room. You will not be given extra exam time.
5. **Access Arrangements and Reasonable Adjustments (AARA).** If you are eligible for an AARA (for example, due to an ongoing medical condition) you must apply for it through the Guidance Officer as soon as possible. You cannot claim AARA on the day.

Academic Integrity

1. **Plagiarism.** Your work must be your own. The relevant work of others must be appropriately referenced. You cannot copy words, ideas etc from other students.
2. **Cheating.** You cannot cheat. You cannot allow someone to cheat off you.