



# ASSESSMENT PROCEDURES

## COMPLETION OF WORK

### **PURPOSE**

- ◆ To help you do your very best at College.
- ◆ To help you to organise yourself, to plan your commitments and to avoid stress from overloaded work periods.
- ◆ To set out clear, sensible and practical guidelines so that both teachers and students can know what is expected of them in the assessment process.
- ◆ To keep the assessment procedures fair and educationally worthwhile for all students.

### **EXPECTATIONS**

- ◆ For your own progress in learning, and in fairness to other students, work has to be submitted on time. If it is late, marks will be deducted.
- ◆ In the spirit of mutual respect of workloads, you should talk to your teacher well before the due date if you will have problems meeting the deadline.
- ◆ For your educational development, and to ensure that you get feedback about what you have done, teachers will endeavour to return marked work to you within two weeks of the date of submission.
- ◆ If you are having trouble preparing the assignment or find the instructions unclear, seek guidance from your teacher – it is your right as the learner, and the teacher's role, to help you.

### **BOARD OF SENIOR SECONDARY STUDIES POLICIES**

#### **COMPLETION OF ASSESSMENT ITEMS**

- ◆ Students are required to substantially complete and submit all assessment items for a unit. Students may be given exemption from an item where there is due cause and they have provided adequate documentary evidence.
- ◆ Unless such exemption has been granted, any student who does not submit assessment tasks worth at least 70% of a unit's assessment will be given a V grade for the unit.

## **LATE SUBMISSION OF WORK**

- ◆ Except in exceptional circumstances, students must apply for an extension in advance, providing due cause and adequate documentary evidence. If an extension is granted, a signed “*Request for Extension*” form (available from the Den), must be submitted with the assessment task.
- ◆ A late penalty will apply unless an extension is granted. This penalty is 5% of the possible marks for each calendar day late (**including** weekends and public holidays). Work submitted more than 7 days late will receive “zero”. Submission of work on a weekend or public holiday is **NOT** acceptable.
- ◆ It may not be possible to mark work submitted after marked work has been returned to other students.

## **PROCEDURES**

1. At the beginning of each semester the teacher and class will discuss the objectives of the unit and the methods of assessment and due dates. If there is a problem (e.g. an intolerably crowded week or two essays due on the same day) discuss this with the teacher and try to resolve the difficulty. If this does not work talk to the teachers in the Den. Some items are fixed, especially Maths tests, so that other areas can plan around these times.
2. **Plan your workload!** Note the dates on your calendar and organise your time. Teachers should also start you preparing well before a due date.
3. A completed “*Declaration of Original Work*” form (available from the Den) **must** be attached to all assessment tasks (other than supervised in class tasks such as tests). Your work should be handed to your teacher personally (not left on desks, pigeonholes, etc). Electronic submission should only be by prior arrangement with your teacher. Ensure that your teacher completes and signs the “Receipt of Assignment” section, and make sure you keep this section as proof of submission. Always keep drafts of your assignments and copies of your work (including disk back-up and hard copy). Keep marked work.
4. **Tests** (in class exercises, performances, seminars and similar items) are used to allow all students to perform under controlled conditions. In fairness to other students, you should therefore only miss these assessable items due to extenuating circumstances which you can document, e.g. by parental note or doctor’s certificate. In such a case the faculty concerned will arrange to have you complete the same or a similar item or will give you an estimate based on your assessable items. If there is no valid reason, the faculty may decide to give you “zero” for that item. **You should speak to your teacher as well as the Den as soon as you return to College after such an absence and explain the circumstances.**

### **PLEASE NOTE:**

If you have concerns about any of these procedures in your classes you must discuss the matter with the Senior Teacher of the relevant faculty and/or the Den.