

FREQUENTLY ASKED QUESTIONS

1. When do I have to hand in my work?

Assessment tasks must be submitted to your teacher in class by the due date, as indicated on the notification sheet. It is important not to leave tasks to the night before they are due. It is best to make a start on the first night you receive the task. Remember that technology failure is NOT an excuse for failure to complete. You should back up work as you are progressing through a task.

2. What do I do if I am sick on the day of the assessment task?

If you are unable to sit for or submit an assessment task, including examinations, you must:

- (a) notify the classroom teacher by 9am on the morning of the assessment task; and
- (b) contact your teacher on the day you return to School to submit a completed Illness/Misadventure form. If you are away for a task you will be expected to sit the task, or an equivalent task, at the next reasonable point in time (if practicable).

3. What do I do if I can't make a deadline for a submitted task?

If you are unlikely to meet a deadline then you should see your classroom teacher or the Head Teacher in charge of that subject at least one week prior to the due date. An extension of time, beyond the published date, can only be granted after consultation with the Head Teacher of the subject. Individual teachers will not grant an extension of time for assessment tasks unless approval has been given. If you have not been granted an extension then penalties for work submitted late will apply (see below).

It is very important that you see your teacher if you think you might have difficulty meeting a deadline. It is easier to help you if enough notice has been given.

4. What are the penalties for late work?

Where there is no valid reason for not submitting an assessment task on time, penalties will be applied as follows:

- Each day, 10% will be deducted from the total mark that would have been achieved

according to the marking guidelines (up to a maximum of 50%).

- After five days (the weekend counts as two days), if the task has not been submitted, a letter of concern will be sent home. Please note that the task will still have to be submitted, however the final mark awarded will be zero.

5. Can I be awarded zero for a task?

If the task is more than five days late, and no Illness/Misadventure approval given, you will receive a zero for that task. Students who are found to be cheating will be awarded a mark of zero for that task: this includes plagiarism (see below).

6. What is plagiarism?

Plagiarism is:

- copying someone else's work and pretending that it is your own.
- collusion (allowing someone to copy your work);
- forbidden aids (this would include bringing into an examination situation secret notes, or any helpful electronic device not specifically allowed, whether or not it is used);
- using material directly from books, journals, CDs or the internet or any other source without reference to the source;
- building on the ideas of another person without referring to the source.

Allegations of plagiarism or other forms of malpractice will be reported to the Head Teacher who will investigate the matter and, if proven, a zero will be awarded for the assessment task.

7. Who do I see if I need extra help with an assessment task?

The first person to ask for additional help is your classroom teacher. If you would like more support with literacy, you can make an appointment with the literacy and learning support teacher, Ms Esparraga. If you are feeling overwhelmed and anxious about an assessment task or tasks, you may wish to make an appointment with the school counsellor, Mr Martin.