

## Assignment Policy

### Overview

This policy is concerned with the requirements relating to student assignments.

### Preamble

Assignments provide students with the opportunity to become involved in learning experiences requiring extended time, extensive planning and careful editing. Assignments should be used for summative assessment purposes when they are the most suitable and efficient instruments to assess particular skills, processes and knowledge required by the work program.

The general objectives of assignments include:

- training students in the use of research skills;
- giving students the opportunity to be assessed on work not done under examination conditions;
- training students to prepare and present work in an orderly way.

### Rationale

For assignments to be a valid assessment task a number of criteria must be met. These criteria can help assure that the conditions of assessment are the same for each student.

### Definitions

In most subjects, independent and group assignments and extended tasks form an important part of the teaching-learning process. They may take the form of Written Reports, Feature Articles, Brochures, Posters, Analytical Essays, Orals or Performances, Reports, Essays, Multi-Media or Web-based tasks, Extended Experimental Investigations etc.

### Strategies and Procedures

#### Assignments

##### 1. Presentation

Guidelines for the presentation of written assignments must follow the requirements outlined by the subject teacher. Where specific, these guidelines will be included on the assessment tasksheet.

##### 2. Authorship

Plagiarism involves using the work of others and then claiming it as one's own. Plagiarism can occur in its most obvious form by directly copying text from a written document or the internet. Any direct use of text that is quoted must be referenced correctly. It is also plagiarism when the words of another are paraphrased and not referenced correctly. It is

not appropriate to rewrite the ideas of another in your own words without referencing the original source.

All boys while in the Middle School will be taught how to reference their work correctly. All assignment work will be expected to be referenced properly, as outlined in the marked criteria. Boys will also have access to 'Turnitin', which is an online program that allows assignment work to be submitted electronically. 'Turnitin' will highlight any text that is not referenced correctly, allowing the boys to correct this before submitting their final piece for assessment. If plagiarism is suspected, boys will be interviewed by the subject teacher and the assignment will be run through 'Turnitin' as well as other plagiarism detectors.

If it is apparent that plagiarism has occurred, the matter will be referred to the Director of Teaching and Learning. Consequences may vary, depending upon the severity of the plagiarism that has occurred. A minor infraction may involve the student being asked to revisit the task under supervised conditions. If the offence is of a more serious nature, the maximum penalty will be a zero or E grading for that piece of assessment.

Parents will be notified. In the event of a second instance of plagiarism occurring, the student will need to meet with the Principal to discuss suspension/continued enrolment at MBBC.

### **3. Submission**

#### **a. Assignment Drafts**

In order for students to maximise the quality of their assignments, it is important that for all assignments, a draft copy be produced. Students will be given appropriate feedback, which will guide the student in order to produce their final copy. The draft copy is provided to the subject teacher prior to the due date and is used by the teacher to monitor the progress of the student, can be used as evidence in assessing a standard if a final copy is not submitted. Failure to submit a draft copy by the due date will automatically require the student to attend either study lab, or subject lesson time to complete a rough draft.

#### **b. Submission procedures on the due date for Middle school students (Years 7, 8, 9)**

Assignments are to be presented personally to the teacher concerned at the time nominated by the teacher unless electronic submission has specifically been requested, where submission is to arrive by the time nominated by the teacher. Only if the subject teacher is not available, may the students present the assignment to Student Reception, where they will be asked to sign that it has been submitted.

#### **c. Submission procedures on the due date for Senior school students (Years 10, 11, 12)**

At the beginning of each semester, students will receive a semester assessment planner. The planner will indicate the due date of the assessment item as well as the method in which the assessment item is to be submitted.

Methods to be used:

##### **i. 'E' for Electronic submission**

A 'drop box' created in **G:/Students/Assessment\_Dropbox** for students to electronically submit a copy of their response to the assessment item. Any additional 'hard copies' are to be submitted directly to the appropriate subject teacher.

**ii. 'SR' for Student Reception**

The Student Reception method requires the student to submit their complete assignment to student reception on or before 8.15am of the due date. This will be receipted.

**d. Submission procedures if a student is absent on the due date**

If a student is absent on the day on which an assignment is due, the assignment must be delivered, posted, faxed, sent via the 'drop box' or emailed to his teacher. Absence on a due date is not an excuse for late submission.

**4. REQUEST FOR AN EXTENSION OF TIME**

If a student is unable to complete a task by the due date as a result of medical, family or personal extenuating circumstances, an extension must be organised through the teacher at least 24 hours **before the due date**.

*Special Consideration (except for medical reasons) cannot be requested on the day of the task or with hindsight.*