Assignment Work:
Assignment work and test instruments generate a body of evidence of student work that is used to make judgements about exit levels of achievement. Due deadlines for assignments are set so that teachers are able to make timely judgements about achievement at a particular stage of the course of study.

Assignments should be personally submitted to the classroom teacher during the relevant lesson, on or before the due date. Students who are unable to submit the assignment to the teacher should hand it in to the office (only by prior arrangement with the teacher and receive a receipt from office staff). For practical subjects like Manual Arts, Art and Home Economics, projects are required to be submitted to the relevant department.

Students are required to submit a first copy or draft by the indicated date.

Students who are absent on the day an assignment is due may ensure it is submitted on time by:
• sending the assignment to school with a relative or friend
• posting the assignment, post marked the same date as the assignment is due
• producing a medical certificate the day they return to school

If none of the above is possible, the parent/carer should contact the relevant Head of Department on the due day to explain the circumstances and make arrangements about the assignment being submitted.

Extensions:
Students may apply for an extension before the due date if:
• they have been ill for a number of days - students may produce a medical certificate or, if this is not possible, a written explanation by a parent.
• there are special circumstances at home.

Late and Non-Submission of Assignments:
To ensure students may be given the appropriate level of achievement the following procedures apply:

Where a student is absent on the due date and a phone call explaining the special circumstances or a parental note/medical certificate is not received:
 the draft or first copy response will be graded but a final assignment is still required to be submitted.

OR
 where a draft or first copy has not been submitted, or is not applicable, in the next lesson of the subject, students will be required to complete the assignment afresh, without the benefit of notes/research materials.

In practical areas like Manual Arts and Art, because the nature of these subjects requires students to work for extended periods on the development and creation of a piece of work, the work will be assessed, based on the last sighting of the said work.

In the case where students do not hand in a piece of assessment, this may jeopardise their course completion and final level of achievement. According to QSA policy, to be awarded an Exit Level in a subject (in Years 11 and 12) students are required to have met the requirements of the assessment program and be able to show evidence of the standard awarded. Unless Special Consideration is granted (a process that is required to be undertaken with the school’s Guidance Officer in line with QSA policy) then students are required to submit all assessment by the required due date, on the first lesson back in class. An alternative to this is to complete the item by a date negotiated with the Head of Department. An explanatory note from the parent/carer is required in this instance. It is essential that students ensure they meet all assessment expectations in order to ensure they receive credit for a subject.

In instances where students do not complete all assessment by the end of a term, despite efforts of school staff to ensure this occurs, the student may not be permitted to return to timetabled classes until such time as all work is completed.

Plagiarism:
If work has been submitted for assessment and there is clear evidence of plagiarism, then the student will be asked to complete the assignment again in an in-class withdrawal during the next available lesson. In these circumstances, students are not permitted to bring in work to submit or information that assists them with the required task.